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Executive Summary

The City of Calabasas is located in the western end of Los Angeles County approximately 26 miles west of Downtown Los Angeles. The City incorporated in March of 1991 and encompasses 12.9 square miles. The Santa Monica Mountains frame the southern edge of the city and large portion of the land encompassing the city is permanent open space. The City's official logo, depicting the red-tailed hawk flying over the Santa Monica Mountains, symbolizes a commitment to preserving the community's natural beauty and semi-rural quality of life.

Calabasas incorporates public participation into the planning, design, and development process. Along with community involvement, environmental protection is of major importance to the City. Two of the dominant themes of the City's award winning general plan are environmental responsibility and community image. The General Plan defines the themes as follows:

“Environmental Responsibility – preserving the area's remaining natural environment and living within the limits imposed by available resources.”

“Community image – protecting Calabasas' special character.”

In 1992, shortly after incorporating, Calabasas opened its first library, a 400 square foot facility operated by the County of Los Angeles Public Library, in a donated room in City Hall. An active Friends group was formed almost immediately. Over the next ten years the library moved into successively larger facilities — four different times. The latest is a leased facility near the site for the new library building.

Looking for improved library services, more tailored to the specific needs of the community, Calabasas withdrew from the County of Los Angeles Library and took over operation of its own library program in 1998. Shortly after this, the City began planning for a new public library which has been closely linked with planning for a new civic center. A Civic Center Design Committee drafted design guidelines for the Civic Center and Library. This group, and the Library Commission and the Planning Commission, all participated in the needs assessment and building planning process.

It was this Civic Center group that mandated that the library be built big enough, but not too big. It was this group that enforced the concept that a good library needs a good location; that it must be co-located with similar services, part of a destination.

In fomenting the vision for the Calabasas Public Library, the Library Commission and Civic Center Advisory Committee reviewed benchmark data, current use statistics, growth projections, and reiterated goals and objectives for the project. They insisted that the same standards for the library should be applied as the standards for the schools. Excellence.

Commission members spoke of a community of “book buyers” becoming a community of book borrowers. Many spoke for the young people of the community who need a place to do homework after school. The opportunities to collaborate with the local schools, sharing curriculum information was discussed as well as the possibility of the library beginning to assist in tutoring and language instruction. One commissioner spoke of a place with “WOW” – whimsical, fun, and welcoming – but with good acoustical control.

The draft of the Library Needs Assessment and Building Program was presented to the Civic Center Design Advisory Committee at the final meeting of the group on January 18, 2000. On January 24, 2000 after reviewing the document, the Library Commission moved approval and forwarded a motion to City Council for acceptance of the program statement. At that meeting the Library Commission focused on the many programs that the new library could accommodate, such as a Friends of the Library Bookstore, a reading club, adult education programming, and a small theatre group. The excitement had already begun to build.

This building program provides the details for a new library facility of approximately 23,236 square feet. In the interest of planning for a building that is bigger, but not too big, the program provides flexibility for sharing spaces within the library envelope and within the Civic Center complex. The program reflects the participation of the many city commissions and citizens who participated in the process.

The opportunity to submit for Library Construct Bond Act funds provided the City another chance to review its library project. The 2003 Needs Assessment revealed a shortage of after school study space. To maximize the community’s resources, the City and the Las Virgenes Unified School District have partnered to create a joint use homework center. The inclusion of this space further improves the City’s project and will create a special resource for the community’s students.

The Library Commission and the library staff along with a hundred or more volunteers (because this is what Calabasas is about) have pitched in, packed up the books, and moved the library four times in the past four years. The plans for the Civic Center are moving forward and this team is ready to mobilize again. A new city-owned library in a Civic and Cultural Center will complete the dream that the founders had over a decade ago when they formed the City. The architects have committed to a building, which is sensitive to the environment and will protect Calabasas’ special character. They have to. It’s in the General Plan.

Acknowledgements

Civic Center Advisory Committee 1998 - 2001

Ms. Sue Carpenter
Mr. Gordon Conable
Ms. Lesley Devine
Ms. Susan Feller
Mr. Michael Fichera
Mr. Fred Gaines
Mr. Toby Keeler
Mr. James LeeWong
Mr. William Pauli
Mr. David Shapiro
Mr. Dennis Washburn

Calabasas Library Feasibility Study Task Force 1997 - 1998

Ms. Karyn Foley, Chair
Ms. Susan Feller
Ms. Ellen Pangarliotas
Ms. Charlotte Meyer
Ms. Taffy Baron
Mr. Bob Hill, City Council Liaison
Ms. Lesley Devine, City Council Liaison
Mr. Charles R. Cate, City Manager

City of Calabasas Library Commission 1999 - 2002

Ms. Madalena Bastos-Connelly
Ms. Susan Feller
Ms. Karyn Foley
Mr. Fred Gaines
Ms. Ellen Pangarliotas

City of Calabasas City Council 1997 - 1998

Ms. Lesley Devine
Mr. Robert Sebilias
Mr. Dennis Washburn
Mr. James Bozajian
Mr. Robert Hill

City of Calabasas City Council 1999-2001

Ms. Lesley Devine
Mr. Robert Sebilias
Mr. Dennis Washburn
Mr. James Bozajian
Ms. Janice Lee

City of Calabasas City Council 2001 - 2002

Ms. Janice Lee
Mr. James Bozajian
Mr. Dennis Washburn
Ms. Lesley Devine
Mr. Michael Harrison

City of Calabasas City Staff

Mr. Charles Cate, City Manager (former)
Mr. Mark Persico, Project Manager, City Planner (former)
Ms. Robin Parker, City Clerk
Ms. Glenda Sharp

Mr. Steve Craig, Interim Community Development Director
Mr. Matthew Hayden, Project Coordinator
Mr. Don Duckworth, City Manager

City of Calabasas Library Staff 1999-2000

Mr. Gordon Conable, Vice President LSSI
Ms. Barbara Lockwood, City Librarian
Ms. Lisa Huddleson, Children's Librarian
Ms. Jemima Perry, Circulation Supervisor
Mr. Michael Bresloff, Page
Ms. Rebecca Jackson, Page
Ms. Sherrie Lofton, Page
Ms. Sunanda Reddy, Page
Mr. Jon Wartnick, Page

City of Calabasas Library Staff 2002

Mr. Gordon Conable, Vice President LSSI
Ms. Barbara Lockwood, City Librarian
Ms. Stacey May, Youth Services Librarian
Ms. Jemima Perry, Circulation Supervisor
Mr. Michael Bresloff, Library Assistant
Ms. Aysha Hussein, Library Clerk
Mr. Jon Wartnick, Library Clerk
Ms. Sarah Abdali, Page
Mr. Brandon Gerson, Page
Ms. Suchandra Ghosh, Page
Mr. Matt Guess, Page
Ms. Ariya Malek, Page
Ms. Mona Gilbert

Library Feasibility Study Consulting Team

Arroyo Associates
Mr. Nick Conway
Mr. Steve Finney
Ms. Linda Demmers

Civic Center Advisory Committee Consulting Team

Thirtieth Street Architects

Mr. John Loomis

Ms. Carole Graham

Ms. Linda Demmers

Civic Center Design Team

Gonzalez Goodale Architects

Armando Gonzalez, GGA Principal

David Goodale, GGA Principal

William Turner, GGA Project Architect

Freedman Tung & Bottomley

Michael Freedman, Principal

Sarah Dennis, Freedman Tung & Bottomley Project Manager

Linda Demmers, Library Consulting

June Garcia, Dubberly Garcia Associates

Background and Overview

In 1992, the County of Los Angeles Branch Library in the City of Calabasas occupied a 400 square foot storefront library. By 1996 the Library had moved to a 1,400 square foot leased space. It had one service desk, four reader seats, and approximately 16,000 volumes on the shelf. There was no workroom or storage area. In 1997, the City began investigating the possibility of operating its own independent municipal library.

Based on the results of a **Library Feasibility Study** prepared by Arroyo Associates, the City moved forward with its plans to withdraw from the County of Los Angeles Public Library and assumed the responsibility of providing library service to the residents of Calabasas. The Library remained in the 1,400 square foot leased facility and the City purchased new furniture and equipment and a brand new opening day collection of just over 14,000 volumes. The library had four reader seats, two technology stations, and a small open floor area for children. The City contracted with LSSI to operate its new library; and as noted in the Library Plan of Service, the number of registered borrowers increased dramatically over the next few years.

By 1999 the City had relocated its Library to a 4,000 square foot leased facility located in the same commercial building as City Hall. Collection growth, patron registration, and use continued to outpace expectations.

In May of 1999 the City of Calabasas selected the Thirtieth Street Architects, Inc. Project Team to prepare a **Needs Assessment, Design Guidelines, and Building Program** for the City's proposed Civic Center, which would include a new City Library and City Hall. In addition to the space needs, the City also requested that the consultant team prepare a Design Guideline to document these aesthetic tastes, values, and heritage of the community. A Civic Center Advisory Committee was formed to work with the Design Team and work began in June of 1999. The product of this committee's work was to become the cornerstone of the design process for the new Civic Center.

As part of the process, the Library Consultant completed a Community Needs Assessment and Library Building Program. These two products were the result of community input; work with the library service provider, LSSI, the library staff, the Civic Center Advisory Committee, and with the Library Commission. All documents were reviewed and approved by the Library Commission at regularly scheduled meetings.

The planning process for the Civic Center included committee field trips to civic centers containing libraries in Southern California, open community meetings, written surveys of the community, monthly meetings of the Civic Center Advisory Committee, and regular reporting to the Library Commission.

During the space needs analysis phase of the library project, the Civic Center Advisory Committee reviewed programs for libraries in three sizes (Small, Medium, and Larger) and in August of 1999, after visiting libraries ranging in size from 15,000 to 30,000 square feet, the Advisory Committee approved a "Modified Mid-size Model" of approximately 22,500 gross square feet. This decision was based on what the community needed and on what members of the two Commissions felt it could reasonably afford.

In 2001 the City of Calabasas hired the firm of Gonzalez Goodale of Pasadena to lead the design efforts for the Civic Center. Also hired to assist them in master planning the site was the San Francisco firm of Freedman Tung & Bottomley who had assisted in the urban planning of "The Commons." Linda

Demmers, Library Consultant, was engaged by the City to revise the original building program, with the assistance of Gordon Conable, and to work with the design team through conceptual design.

From the beginning, planning for the new library has been integrated with planning for a new Civic Center including cultural functions and a new City Hall. The Civic Center, in turn, is being planned in conjunction with adjacent retail and business uses that together provide the public center of a community of families. The Design Guidelines, which were endorsed by the Civic Center Advisory Committee in January of 2000, are the planning criteria for the site, for City Hall, and for the Library, as well as for any other public buildings on the site. During 2001 and 2002 the building program was revised to reflect changes in the master planning of the site that might affect the program requirements for the library. This included the addition of a multipurpose space in the library program. This decision is further described on Page 5 - 5 of Chapter 5: *Space Needs Summary*. Following a revision of the Needs Assessment and Plan of Service in 2003, a Homework Center was added as a joint venture with the Las Virgenes Unified School District

The design team has worked closely with the building consultant, the library service provider, Library Commission, city staff, and City Council in the interpretation of the building program and in the development of the conceptual designs for the proposed library. The project is currently moving forward with conceptual design of the library completed in March 2003. The site master plan is following at the same pace. Conceptual design for the City Hall and City Council Chamber is scheduled to follow.¹

The planning team has changed in composition since the original Feasibility Task Force, which was formed in 1997, but there has also been a great deal of continuity in the past five years. Several members of the Feasibility Task Force went on to become Library Commissioners, positions that they still hold. The Library Planning Consultant, Linda Demmers, engaged by Arroyo Associates in 1997, also participated in the Civic Center Needs Assessment, Design Guidelines and Building Program process with Thirtieth Street Architects, and was then engaged by the City to complete the building program and conceptual phases. The library operations have been under the guidance of LSSI since 1998 and the chief administrator for LSSI, Gordon Conable, Vice President for West Coast Operations, has been a key member of both the Civic Center Advisory Committee and the current Design team. The Library Commission has also provided important representation to each committee as the project moves forward. Chapter Two, Acknowledgments, attempts to recognize the valuable contributions made by these many individuals.

Based on the expectation that the library will follow a schedule that moves forward at a reasonable pace, schematic design can be completed by June of 2004, and Design Development and Construction Drawings by the summer of 2005. This would suggest an opening of fall of 2006 allowing 12 to 14 months for construction-- a day which the community of Calabasas has worked toward for many, many years.

March 2003	Bond act application
January 2004	Grant award
June 2004	Schematic design completed
June 2005	Design development & Construction documents completed
August 2005	Bidding and contract award
October 2006	City's 15 th Anniversary and Occupancy celebration Calabasas

¹ The building program for these two elements of the Civic Center were completed by Carole Graham in 2000 and subsequently approved by the Civic Center Advisory Committee and the City Council.

Project Cost Estimate with Details

Calabasas Public Library

BUILDING SQFT:

23,236

<u>COST/ SQ FT</u>	<u>BUDGET ACTIVITY Details</u>	<u>COST</u>	<u>PERCENTAGE OF TOTAL</u>
\$204.00	New Construction	\$4,740,144	39.19%
\$43.04	Site Development	\$1,000,000	8.27%
\$80.00	Site Acquisition	\$1,858,880	15.37%
\$50.67	Furniture & Equipment	\$1,177,284	9.73%
\$5.00	Technology Cabling	\$116,180	0.96%
\$2.00	Signage	\$46,472	0.38%
\$2.47	Works Of Art	\$57,401	0.47%
\$19.76	Architectural & Engineering Fees 8.00% of Construction Contract	\$459,212	3.80%
\$1.24	Professional Construction Cost Estimator	\$28,701	0.24%
\$7.41	Construction Management	\$172,204	1.42%
\$4.05	Interior Design Fees 8.00% of Furniture and Equipment Cost	\$94,183	0.78%
\$17.29	Planning & Administration 7.00% of Construction Contract	\$401,810	3.32%
\$0.39	Collection Moving Costs 30,000 Items Moved 1 Number of Times Items Moved \$0.30 Cost per Item Moved	\$9,000	0.07%
\$22.38	Library Materials Acquisition Costs 20,000 Number of Items Purchased \$26.00 Average Cost per Item Purchased	\$520,000	4.30%
\$24.70	Contingency 10.00% of Construction Contract	\$574,014	4.75%
\$484.40	Project Cost Subtotal	\$11,255,485	93.06%
\$36.13	Inflation 2.40% Inflation Rate for 36 months	\$839,412	6.94%
\$520.52	Project Cost Estimate	\$12,094,897	100%

Needs Assessment Summary

Executive Summary: Needs Assessment

The City of Calabasas' strength is its citizens, whose initiatives led to incorporation in 1991. The City is uniquely located both adjacent to the northwestern boundary of the City of Los Angeles and within the distinctive Santa Monica Mountains National Recreation Area. The juxtaposition between these diverse land uses provided citizens a common focus for city-building efforts. Residents were united by a community-wide interest in preventing urban sprawl and protecting open space. Residents were also committed to enhancing the community's quality of life and improving public services. By adopting an innovative General Plan that seeks to balance environmental, social, and economic factors, Calabasas has embraced sustainable development practices and state-of-the-art urban design principles to carefully govern City growth while making municipal service provision paramount. Although Calabasas has assembled an admirable array of city services, it is currently missing one essential component of civic life. The City is *without a Public Library facility*.

The City first began to plan for a Calabasas Public Library in 1996 when a group of determined citizens lobbied the City Council to investigate the City's potential to provide library service (rather than obtaining services through the County of Los Angeles). The document that guided this effort was the Library Feasibility Study for the City of Calabasas 1997, which was the first in a series of City library needs assessments. The 1997 Library Study explored (1) separating from the County of Los Angeles Public Library system and (2) forming a City sponsored and City administered library service. The results of this study clearly indicated the community would be better served by creating a locally managed library service. Also, the report demonstrated that the citizens strongly supported forming an independent City library service. Respondents requested a number of other library service improvements and said their likelihood of using the library would increase if library services were enhanced in these ways.

As a result of the 1997 Library Study, the City successfully formed its own library service area in 1998. The responsibility for this service was entrusted to the City's Library Commission, which was created to oversee library service provision. In the intervening years, the City has expanded and improved library services to the community in a variety of ways. Unfortunately, library services, and the ability to pursue unique and creative electronic media and computer based initiatives, have been limited by the series of inadequate leased facilities the City has been forced to offer library services from. In many respects, the lack of a permanent physical location for a library has precluded the City from completing important library initiatives.

The quest to improve the quality of life in the City has led to its most recent endeavor, the Civic Center project. The citizens made the creation of a true "heart-of-the-City" an important part of the original overall urban design plan for the City. The Civic Center will complete this plan and is programmed to prominently feature a new, modern library at the center of the site. Situated in the City's developing downtown core, the project is to be the central institution of learning, assembly, and creativity in the City. The community decided its commitment to knowledge and education will be manifest in all aspects of the project, even the architecture.

To provide for proper integration of the proposed Public Library in the Civic Center project and to customize library service and explicitly address the distinctive needs of its residents, the City performed another library needs assessment in the year 2000. The City of Calabasas Civic Center Needs Assessment and Design Guidelines Library Study 2000 significantly expanded on the original 1997 Library Study and actively engaged the community in a discussion on a variety of library related topics. Residents, government officials, and various community leaders participated in surveys, design meetings, focus groups, work sessions, and other activities, to elicit precise library service needs.

The 2000 Library Study is the cornerstone planning document for the City of Calabasas Public Library project. The following specialized roles for the library were identified in the study: (1) Popular Materials, (2) Reference Services, (3) Children's Programs, and (4) Preschoolers' Door to Learning. To support these roles and to serve Calabasas residents of all ages, library staff is encouraged to assemble collections that enable quality delivery in these interest areas. The collections need to be available in a variety of formats including print, audio visual, and electronic media. Technology workstations to facilitate access to computing and multi-media resources and training in their use are also desired. Calabasas has created a vision for its library that would most fully be accomplished through the construction of a city-owned public library operated in accordance with the service needs identified in the 2000 Library Study.

The final needs assessment conducted for the Calabasas Public Library is the current update presented in this Bond Act 2000 grant funding application. The recent City of Calabasas Public Library Needs Assessment 2003 makes two important contributions to earlier studies. First, the study validated needs previously identified in the year 2000 Library Study. For example, the 2003 study shows population growth of 47% between 1980 and 2000 and continued projected growth through the year 2020 at 55-65%. Thus, as the 2000 Library Study stated, the Library project must accommodate continued future growth. Also, 2003 demographic findings similar to those in 2000 show high levels of educational attainment in Calabasas. There are significant amounts of people with Bachelor, graduate, and professional degrees. Therefore, the Public Library must meet high educational expectations.

The second important contribution the 2003 Library Study makes to the Public Library project is the analysis indicated that completion of a joint use agreement with the Las Virgenes School District would be a valuable contribution to local library services. None of the School District's 8 schools (K-12) within the new Public Library's service area have after school library hours. Therefore, the City and School District can creatively maximize resources and offer students a much needed after-school study resource complete with electronic facilities and tutorial opportunities. The center also supports the Community's educational aspirations.

In conclusion, the City of Calabasas hopes to succeed in its pursuit of a municipal Public Library. The City has carefully delineated its needs for library service and has a well-established desire for a library, as evidenced by having more active users than households. This also reflects the use of the City's facilities by regional residents outside the City's corporate limits. To further serve the wider region Calabasas will enhance its three burgeoning special collections. The planned Calabasas Public Library is to be a crucial component of the City's Civic Center project and will provide essential civic, cultural, and educational services. As an integral part of the Civic Center, the Calabasas Public Library will exemplify the "spirit"

Library Plan of Service Summary

The Library Plan of Service describes the anticipated public library service program that will be implemented in the new City of Calabasas Public Library.

The plan incorporates those service roles that have been identified through an extensive public needs assessment over the last five years. These include:

- Providing a library building that will fulfill the community's vision and
- A service program emphasizing
 - The provision of popular materials to people of all ages,
 - Reference services for both students and adults, and
 - Strong collections and services for both pre-school and school-aged children.

This Plan of Service includes the *Library Mission Statement*, nine major goal statements and related service objectives that include:

- Building a Public Library
- Maximizing Access to the Library and its Services
- Developing and Maintaining Library Collections and Resources
- Library Programming
- Reference Services
- Children's Services
- Adult Services
- Automation and Technology
- Staffing

This is followed by an Implementation Chart relating the objectives to Service Roles identified through the Needs Assessment process and identifying staff responsible to meet the objectives, success indicators for performance measurement, target dates and frequency, partnership opportunities, and community needs met by each objective. The separate Technology Plan is integral to this Plan of Service and describes how automation and technology will be integrated into library resources, services, and operations.

The City of Calabasas has no existing public library. Its plans for a library are integrated with its plans for a new Civic Center including cultural functions and a new City Hall.¹ The Civic Center, in turn, is planned in conjunction with adjacent retail and business uses that together provide the public center of a community of families. The people who live in Calabasas share a common vision that the place where they live should exist as something more than another

¹ While part of the Civic Center, the Library is projected as the first phase of the Center's development. Its construction will be independent of the financing and construction of the remaining building that make up the proposed Civic Center.

cluster of development tied together only by a few freeway exits. At the heart of this public space, the Library will be crucial to the City's common public life.

Library service in Calabasas was initiated by the Los Angeles County Library System in a small room in City Hall in the early 1990's and then moved to a City-leased storefront. When the City withdrew from the County Library System in 1998, the City started from scratch with a new collection of about 14,000 items in the same leased space. Six months later the library was relocated into a 4,000 square foot space in City Hall. With a collection now in excess of 22,000 volumes and growing use, this space has been rapidly outgrown and the library is currently being relocated into its third temporary quarters – also in leased space – where it will remain until the new library is completed.

Despite these limitations, the existing service has grown in volume, community support, and demand for adequate services and facilities. Although the City's independent library service is only four years old, the library has more *active* cardholders (about 9,000) than households (7,600).

A new library will provide the capacity to expand the collection to about 4 items per capita, provide adequate seating for use of library resources in the building, a robust, state of the art technology program, enhanced programming, local special collections and other services presently impossible to provide.

There will be space to accomplish many service enhancements that have been requested, but for which space is not currently available. These new services include:

- A materials collection with much greater depth and range
- Private study rooms for private study and tutoring
- Multi-purpose programming space with teleconferencing capabilities
- Internet access adequate to meet the public's huge demand for this service
- Enhanced electronic resources through expanded offerings of licensed databases and additional public workstations
- An enhanced area for young adults to accommodate their needs for technology, media, and books
- Expanded collections of popular media materials including DVDs, books on CD, recorded music, and access to the City's videotaped records of City Council meetings and meetings of other City Commissions
- Special collections of local interest including the Santa Monica Mountains, local history, and the film industry
- Increased programming possibilities for library users of all ages.

Space Needs Summary

Background

The Library Plan of Service for the City of Calabasas Public Library, which is summarized in Chapter 4, describes the anticipated public library service program that will be implemented in the new City of Calabasas Public Library.

There will be space to accomplish many service enhancements that have been requested, but for which space is not currently available. These new services include:

- A materials collection with much greater depth and range
- Joint venture Homework Center with Las Virgenes Unified School District
- Private study rooms for private study and tutoring
- Multi-purpose programming space with teleconferencing capabilities
- Internet access adequate to meet the public's huge demand for this service
- Enhanced electronic resources through expanded offerings of licensed databases and additional public workstations
- An enhanced area for young adults to accommodate their needs for technology, media, and books
- Expanded collections of popular media materials including DVDs, books on CD, recorded music, and access to the City's videotaped records of City Council meetings and meetings of other City Commissions
- Special collections of local interest including the Santa Monica Mountains, local history, and the film industry
- Increased programming possibilities for library users of all ages

The City of Calabasas has no existing public library. From the beginning, planning for the new library has been integrated with planning for a new Civic Center including cultural functions and a new City Hall.¹ The Civic Center, in turn, is being planned in conjunction with adjacent retail and business uses that together provide the public center of a community of families.

The planning for the public library facility was a part of the charge of the Civic Center Advisory Committee, a group representing a wide range of the city's constituents. The work of this committee built on the work of the Library Feasibility Study Task Force with the City Council and the Library Commission regularly reviewing the work of the Civic Center Advisory Committee.

As part of the Library Commission and Library staff's work, the need for specific library spaces were developed as functional requirements for the library's plan of service. In July 1999, the

¹ While part of the Civic Center, the Library is projected as the first phase of the Center's development. Its construction will be independent of the financing and construction of the remaining buildings that make up the proposed Civic Center.

Library Commission completed an exercise, “Translating goals and objectives into facilities requirements,” which provided the Commission with four key roles (Popular Materials, Reference, Pre-Schoolers Door to Learning, Children’s Programs) and a fifth (Other) and asked Commission members to identify requirements for programs, collections, public facilities, and back of house requirements to fulfill these roles. From this list came an outline of desired programs and a list of facility requirements.

Programs	Facility Requirements
Author visits	Multipurpose Room
Book Club	Multipurpose Room
Book donations of popular materials	Workroom Shelves for storage
Expanded collections	Foreign Language Fiction Multimedia collections Videotapes CDs Best sellers
Friends Bookstore	Bookstore
Interlibrary Loan	Staff space OCLC terminal Shipping & Receiving
Popular Materials	Tables and chairs Shelves Display areas
Reader Spaces	Quiet reading areas Study Rooms
Reference Services	Reference Desk Space for professional staff
Response to information needs of citizens	Increased collection space Increased technology
Shut-In/Outreach	Large Print Collection Audio books Shipping & Receiving Area
Story Time	Multipurpose Room
Summer Entertainment Program	Multipurpose Room
Young Adult Homework Center	Homework Center

Table 5.1: Library Facility Requirements. Library Commission 1999

As part of the Civic Center Advisory Committee’s work, lists of spaces required to fulfill the library’s perceived mission were reviewed; and spaces and functions that were proposed to the Civic Center Advisory Committee, such as the Children’s Museum, were rejected. In August 1999, both the Planning Commission and the Library Commission reviewed scenarios for small, medium and large public libraries (See Table 5.4). Data studied included the collection sizes, number and type of reader stations, staff requirements, and operating and capital cost implication of these

various scenarios. The two Commissions, as well as the Advisory Committee, approved a “modified mid-sized” library of approximately 22,500 square feet. A summary of this program appears in Table 5.5.

In reviewing the plans, the Library Commission emphasized reader seats and electronic workstations, enlarging the children’s area, deleting a possible art gallery (using wall space instead), and deleting the commercial photo-duplication center. The Commission requested that one of the smaller group study rooms be adjacent to special collections and be available as a special collections reading room. Both Library and Planning Commission members felt strongly that the program be accommodated in a single story facility and that a large community room should be part of the civic center, but not necessarily inside the library envelope.

The draft of the Library Needs Assessment and Building Program was presented to the Civic Center Design Advisory Committee at the final meeting of the group on January 18, 2000. On January 24, 2000, after reviewing the document, the Calabasas Library Commission moved approval and forwarded a motion to City Council for acceptance of the program statement. A space needs summary of this approved program appears in Table 5.6. Discussion at the Library Commission meeting focused on the many programs currently available, such as the reading program and the Friends of the Library Book Club as well as on those that might occur in the new facility, including theatre group activities and adult education programming. Changes recommended by these groups have been incorporated into the final document. During a revision of Needs Assessment 2000, the City and its consultants identified the need for Homework Center to serve the needs of the Calabasas children who attend the Las Virgenes Unified School District Schools. The school libraries at these schools close promptly at the end of the school day and the students are in need of a supervised location for homework and group study. This addition to the library building program was heartily endorsed by all and appears in this *Library Building Program (2003.)*

Building Program Evolution

While work on the library building program and the civic center design has progressed, the City of Calabasas Library has continued to grow. From its beginning as a tiny 400 square foot Los Angeles County Branch, through its growth in a series of leased spaces, the use and collections have continued to grow as has the demand for collections and services. During that time there has been opportunity to review and revise the original “modified mid-sized” library in response to use patterns, patron demand, and changing conditions. As plans for the Civic Center have evolved during this time period, the library’s program has evolved in response to these changes as well.

While the space allocation has grown slightly to 23,236 square feet, some of the space allocation has shifted slightly from the original space allocation. (See Table 5.6)

The space for collections now accommodates 93,000 volumes and 20,000 audio-visual items (113,000 owned audio-visual items and volumes) or approximately 4.5 volumes per capita. While the original projection of 84,000 on shelf volumes (or 104,000 owned volumes and audio-visual items) seemed unachievable for a library with only 14,000 volumes, the growth in population and the high use of the collections has moved the collection goals higher. The increase in the collection

goal from the previous program is largely in the area of audio-visual materials. The space implications of these increased collections are somewhat mitigated by the migration to smaller formats of audio-visual materials. In addition, the number of gift titles and financial donations received has enabled an accelerated collection growth plan.

The number of reader stations is 139 or 6.6 reader stations per 1,000 residents, which will fall to 5 reader seats per 1,000 at build-out. This is an increase from the original 106 seats and is largely reflective of increased seating requirements in the Children's Area, the Joint Venture Homework Center, and the addition of adequate disabled accessible seating in a variety of spaces. The children's story area (15 seats) was eliminated, as was the medium sized conference room (20 seats), in lieu of a multipurpose room that would serve the needs of the children's program as well.²

The number of offices has increased to 4 to recognize increased demand for professional services and the workroom has been consolidated into a single workroom to provide more flexibility in future staffing.

The current building program provides for the following spaces:

Adult Reader Seats	73 seats
Adult, YA & Children's Collections	93,000 volumes
Homework Center	12 seats
Children's Reader Seats	41 seats
Friends' Bookstore	
Friends' Workroom	
Individual Offices	4
Meeting Room Seats	85 seats / 150 children
Multimedia Collections	20,000 items
Public Technology Workstations	40 workstations
Service Desks	3
Small Group Study Rooms	4
Staff Workroom Workstations	15
Young Adult Homework Center	13 seats

Table 5.2: Building Program Content Summary

Space Needs Assessment

This section is provided in response to the data requirements of Section 20440: Appendix 3: Section 9: Space Needs Assessment of the Title 5 Library Bond Act Regulations. The space planning

² This change is made in response to the organization of the buildings on the Civic Center site which places the Community Theatre and City Hall too far from the library to be useful as a story time and children's program space.

guidelines used for the final building program space calculations are described in detail in Chapter 7: *General Requirements and Space Planning Standards*.

Provide a list of the assignable square footage allocations needed for the proposed project and an analysis of how they were determined for the following categories.

a. Library Collections

- (1) The current collections of the City of Calabasas Library number approximately 22,000 volumes. This is an increase of 60% over the opening day collection, which was acquired in 1998. The capacity of the proposed new library is 93,000 volumes.
- (2) The proposed collection size represents approximately 4.5 volumes per capita. The rationale for the collection size is discussed in the *Library Plan of Service*. The specific collection sizes are based on current use statistics and data presented in the *Community Needs Assessment*.
- (3) The detailed information on the collection size by category, subcategory, and volume count is included in Chapter 8: *The Library Collections*.
- (4) Specific information on shelving type, space requirements, and volumes per linear foot is included in Chapter 8.2: *Shelving the Library's Collections*.

b. Readers' Seats

- (1) The number and type of reader seats is included in Chapter 6: *Building Program Summary* in Table 6.4: *Occupancy by Library Location*. It is also described on page 6-3 of Chapter 6 in the section, *Collections and Seating*. A detailed list of all types of reader seats is included in Chapter 9.2.2: *The Library Supercategories: Reader Seats*.
- (2) The proposed number of reader stations represents a standard of approximately 5 reader seats per 1,000 residents. The type and location of seat is based on the findings of the Community Needs Assessment, the work of the Civic Center Advisory Committee, the Library Commission, the library staff, and the results of current use data.
- (3) The space allocation for Readers' Seats on an individual basis is provided in the Chapter 12: *Net Square Foot Summary for Furniture and Equipment and Shelving*. This space allocation is then included into the total assignable square footage, which is then increased by a circulation allowance of 25% of the total square footage required.

c. Technology

- (1) The technology requirements are described in great detail in the Technology Plan, which is part of the *Library Plan of Service*. These specific requirements were incorporated into the final building program document. A full list of technology equipment in the program is available in Chapter 9.2.6: *The Library Supercategories: Technology*.
- (2) The space allocation for Technology items on an individual basis is provided in the Chapter 12: *Net Square Foot Summary for Furniture and Equipment and Shelving*. This space allocation is then included into the total assignable square footage, which is then increased by a circulation allowance of 25% for the total square footage required.

d. Staff Offices and Workstations

- (1) The projected staffing plan and organization is described in detail in the *Library Plan of Service* and its accompanying document, *Implementation Plan*. The number of staff workstations is included in Chapter 6: *Building Program Summary* in Table 6.4: *Occupancy by Library Location*.
- (2) The projected number of workstations in the building program is consistent with those in the *Library Plan of Service: Implementation Plan* and provides sufficient individual offices and workroom workstations for a staff of 15 full time equivalent library employees. These are numbers that were presented to the City in the Library Feasibility Study in 1997 when the decision to operate an independent municipal library was moved forward. They are also consistent with the number of f.t.e. staff in similar sized public libraries in California.
- (3) The individual staff workstation requirements are both described and illustrated in Chapter 7: *General Requirements and Space Planning Standards* on 7-16. Specific square footage allocations for all furniture and equipment relating to staff space is included in Chapter 12: *Net Square Foot Summary for Furniture and Equipment and Shelving* and again in Chapter 9.2.5: *The Library Supercategories: Staff Workspace*.

e. Meeting Rooms

- (1) The large meeting room for the City of Calabasas Library is a Multipurpose room which will serve many of the programs that were envisioned during the Needs Assessment process (See Table 5.1 above). They were further developed in the Library Plan of Service, as envisioned by the Civic Center Advisory Committee. The large multipurpose room evolved from reorganization of the facilities on the Civic Center site and the requirement for the library to have a room large enough to host the popular children's programs which often attract over 150 children. Other individual study rooms will be available for use by small groups, and a medium sized staff meeting room will be available for use by the Library Commission and other city organizations. When the Civic Center is completed, a community theatre will be available for larger performances or more theatrical productions.

Space	Assignable Square Feet	Capacity
Multipurpose Room	1100	150 children or 85 adults
Study Room ³	270	4 meeting and 3 technology stations
Study Room	150	4 meeting seats
Study Room	160	6 meeting seats
Study Room	160	6 meeting seats
Staff Meeting Room	250	10 meeting seats

Table 5.3: Meeting Room Seat Summary

³ The study/tutoring rooms are counted as reader seats in the program totals. They are noted here as potential meeting seats as well.

- (2) The specific meeting room square footage allocation is derived from the combination of the space required for meeting room seats and any supporting furniture and equipment required; e.g., food service counter, credenza, presentation centers, lecterns, etc. The square footage allocation per seat in the Multipurpose Room is based on 150 children requiring 7 square feet per child for a floor cushion; or for 85 adults in stacking chairs requiring 12 square feet per chair. The square footage per seat in the Study Rooms is based on 36 to 40 square feet per seat based on the size of the table. Specific square footage allocations for all furniture and equipment relating to meeting room space is included in Chapter 12: *Net Square Foot Summary for Furniture and Equipment and Shelving* and again in Chapter 9.2.1: *The Library Supercategories: Meeting Room Seats*.

f. Special Purpose: Miscellaneous Space Needs

- (1) The miscellaneous space needs that have been identified include the Friends of the Library Bookstore and Workroom as well as necessary support areas for the efficient operation of a public library. Some of these spaces include storage, shipping and receiving area, custodial closets, display areas, and a copy center. In addition to these support spaces are the spaces required for housing collections and materials that are not housed on shelving units. These include file cabinets, flat files, dictionary stands, atlas stands, and display cases. These items are all identified in Chapter 9.2.4: *The Library Supercategories: Special Purpose Items* and specific square footage allocations for all furniture and equipment relating to special purpose space is included in Chapter 12: *Net Square Foot Summary for Furniture and Equipment and Shelving*.

g. Non-Assignable Space

- (1) The non-assignable space allowance is calculated at 25% of the total space, which is a standard net to gross space allowance for a single story public library facility. It will provide for a building, which is efficient and meets accessibility requirements, but is not spacious. The total non-assignable square footage requirement is 5,809 square feet. This space will include all rest rooms, lobbies, corridors, lobbies, custodial closets, mechanical rooms, electrical and telecommunications closets, shafts, ducts, and the thickness of walls.

Table 5.4: Library Models Reviewed by Civic Center Advisory Committee 1999

		Small		Medium		Large	
Lobby		500		750		750	
Friends of the Library Book Store		400		500		600	
Art Commission Store				250		350	
Gallery space		500		800		800	
Storage, Sorting area				600		800	
Community Information Kiosk		150		200		200	
Display area				150		200	
Commercial operation		400		500		600	
Volunteer Services				400		500	
Reference collections	2500	312.5	4500	562.5	6500	812.5	
Current periodicals	100	100	150	150	300	300	
Audio Visual materials	2000	133	3000	200	6000	400	
Adult circulating collections	30000	2000	42000	2800	60000	4000	
Young adult collections	1000	50	2000	100	2500	100	
Children's collections	14000	778	18000	1000	25000	1389	
Photocopiers, printers, scanners		100		200		250	
Circulation Desk		600		800		800	
Circulation Staff workroom	4	600	4.5	700	5	800	
Administration & professional Offices	1	140	2	280	3	420	
Support Services workroom	5	750	5.5	800	5.5	800	
Storage		200		300		400	
Staff Lounge		300		400		500	
Telecommunications room		150		150		150	
Shipping and Receiving		200		200		250	
Reference Desk		250		300		300	
Small group meeting rooms for 6	12	300	25	600	36	900	
Larger meeting room(s) for 20	20		20	300	20	300	
Electronic workstations	8	360	10	450	16	720	
Reference reader seats	8	280	12	420	16	560	
Browsing area	4	160	8	320	10	400	
General reader seats	25	875	40	1400	60	2100	
Young adult area/Homework Center	6	270	12	420	20	700	
Children's seating	12	300	16	400	30	750	
Children's story and crafts area		<u>250</u>		<u>350</u>		<u>350</u>	
Net Assignable Space		11409		17753		23251	
Gross Space Required		14831		23078		30227	

Table 5.5: Modified Mid-size Library Approved by Civic Center Advisory Committee 1999

	<u>Staff</u>	<u>On Shelf Vols.</u>	<u>Seats</u>	<u>ASF</u>	<i>Modification for Final Program</i>
Lobby				750	Non-Assignable
Display area					Lobby
Community Information Kiosk				100	Lobby/Non-Assignable
Friends of the Library Book Store				600	Slightly Smaller
Art Commission Store					
Gallery space				750	Deleted to create Multipurpose
Storage, Sorting area				500	Combined to create
Volunteer Services				250	Friends Workroom
Commercial operation				400	Deleted
Photocopiers, printers, scanners, FAX				150	Expanded
Circulation Desk				650	
Circulation Staff workroom	4.5			700	Combined with below
Librarian's Offices	2			280	2 more added
Support Services workroom	5.5			800	
Storage				300	
Staff Lounge				400	
Telecommunications room				150	Expanded based on Tech. Plan
Shipping and Receiving				200	
Small group meeting rooms for 6			24	600	
Larger meeting room(s) for 20			20	300	Deleted to create Multipurpose
Reference Desk				300	
Electronic workstations			16	720	Number Increased
Reference collections		4,000		500	
Reference reader seats			12	420	
Browsing area			8	320	
Current periodicals		200		200	Decreased slightly
Audio Visual materials		4,000		200	Increased to 17,000 items ⁴
Collections: General and special		55,000		3667	Volumes increased; space decreased ⁵
General reader seats			24	720	
Young adult collections		1,000		50	
Young adult area/Homework Center			10	400	Increased slightly
Children's collections		20,000		1111	Holdings increased ⁶
Children's seating			16	400	Number of seats increased
Children's story and crafts area				<u>400</u>	Deleted to create Multipurpose
Net Assignable Space		85,000	118	17,288	
Gross Space Required				22,474	

⁴ Decrease in square footage due to smaller formats.

⁵ Space decreased after items in circulation are accounted for.

⁶ Space decreased after items in circulation area accounted for.

Table 5.6: Space Needs Summary Approved by Library Commission 2000

	Staff	Volumes	User Stations	ASF
Lobby & Display area (non assignable)				700
Storage, Sorting area				150
Volunteer Organizations Store				400
Volunteer Services				250
Circulation Desk				600
Librarians' Offices	4			510
Mail Sorting				100
Copy Area				150
Staff Lounge				300
Staff workroom	9			1,400
Storage				250
Telecommunications room				150
Larger (tele) meeting room(s) for 20			20	400
Small group meeting rooms for 6			24	600
Audio Visual materials		15,000		700
Collections: General		55,000		4,231
Collections: Special		10,000		1,000
Current periodicals		200		200
Electronic workstations			20	800
General reader seats			26	780
Lounge seating			10	400
Reference collections		3,500		350
Reference miscellaneous				100
Reference Desk				250
Reference reader seats			8	240
Young adult area/Homework Center			10	400
Young adult collections		500		50
Children's collections		20,000		1,144
Children's seating			28	700
Children's story and crafts area			15	400
Sub-Total Children's area				2,244
Sub-Total	13	104,200	161	
Net Assignable Space Excluding lobby area				17,005
Gross Space Required				22,673

Table 5.7: Building Program Summary 2003

<u>LIBRARY DIVISION</u>	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.
<u>ADMINISTRATION</u>		<u>1,117</u>
Administrative Services Office	152	
Children's Office	152	
City Librarian's Office	172	
Public Services Librarian	152	
Reception and Support Services Area	232	
Staff Meeting Room	257	
<u>AUDIO-VISUAL LIBRARY</u>		<u>668</u>
AV Collection & Seating	668	
<u>BROWSING</u>		<u>414</u>
New Book Display	414	
<u>CHILDREN'S LIBRARY</u>		<u>2,330</u>
Children's Collection & Seating	634	
Children's Desk	204	
Children's Entrance (Interior)	N/A	
Children's Reference Collection	99	
Children's Technology Center	255	
Family Rest Rooms	N/A	
Juvenile Collection & Seating	1,138	
<u>CIRCULATION SERVICES</u>		<u>2,320</u>
Circulation Desk	521	
Computer/Telecommunications Room	221	
Staff Entrance & Lobby	N/A	
Staff Lounge	377	
Staff Rest Rooms	N/A	
Staff Workroom	1,201	
<u>FICTION COLLECTION</u>		<u>858</u>
Fiction Collection & Seating	858	
<u>GENERAL BUILDING SERVICES</u>		<u>1,099</u>
Custodial Workroom	284	
General Library Storage Room	318	
Volunteers' Workroom and Storage Area	497	

<u>HOMEWORK CENTER</u>		<u>500</u>
Homework Center	500	
<u>LIBRARY ENTRANCE</u>		<u>491</u>
Friends' Bookstore	491	
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	
<u>NON-FICTION COLLECTION</u>		<u>1,964</u>
Non-Fiction Collection & Seating	1,964	
<u>PERIODICALS COLLECTION</u>		<u>428</u>
Current Magazine & Newspaper Display & Seating	428	
<u>PUBLIC MEETING ROOMS</u>		<u>1,404</u>
AV, Chair & Table Storage Room	301	
Multipurpose Room	1,103	
<u>REFERENCE SERVICES</u>		<u>2,703</u>
Copy Center	229	
Reference Collection & Seating	779	
Reference Desk	261	
Study/Tutoring Room A	159	
Study/Tutoring Room B	154	
Study/Tutoring Room C	274	
Study/Tutoring Room D	159	
Technology Area	688	
<u>SPECIAL COLLECTIONS</u>		<u>508</u>
Special Collections Area	508	
<u>YOUNG ADULT SERVICES</u>		<u>623</u>
Young Adult Services Area	623	
Net Assignable Square Footage:		<u>17,427</u>
Non-Assignable Square Footage (@ 25% of Gross):25%		5,809
Gross Square Footage:		23,236

Building Program Summary

The Building program for the City of Calabasas Library builds on the concepts and recommendations of the Community Needs Assessment, the Civic Center Advisory Committee's Design Guidelines, the Library Plan of Service, Technology Plan, and the Space Needs Summary.

The Building Program's primary goal is to provide the spaces required to meet the Library Plan of Service, within the guidelines approved by the Civic Center Advisory Committee. These are to provide:

- Collection space for current materials
- Collection space for reference materials
- Collection space for children's materials
- Collection space for increased multimedia collections
- Access to digital resources and the skills to use them
- Study space for young adults
- Technology for young adults
- Interesting and exciting space to encourage the use of the library by children, particularly preschoolers
- Browsing and display areas to enhance the use of popular materials
- Exhibit and display space for art and cultural exhibits
- Space for special collections including the Santa Monica Mountains conservancy collection and film industry related materials
- Space for the city's rich cultural and governmental archive collections
- Space for the use of these collections
- Space for volunteers to work and to sell materials in support of the library's programs
- Adequate space for back of house activities, including administration, program management, interlibrary loan, and clerical activities
- Space for the many programs ranging from teen book talks to children's story time programs; literary events and cultural events for adults; and technology training

The building program must also meet the quantitative criteria outlined in the Library Space Needs Summary, within the guidelines approved by the Civic Center Design Committee. These are to provide:

- A collection of approximately 4.5 volumes per capita or approximately 93,000 book volumes
- Joint Use Homework Center partnership with Las Virgenes Unified School District
- Workstations for a staff of approximately 11 full time equivalent employees and 4 library pages with appropriate task workstations for shared functions
- A community meeting space that will accommodate approximately 85 adults and up to 150 children for a special event
- Meeting and study spaces for small or medium sized groups
- A dedicated young adult area with technology and study space for young adults

- A store for the Friends of the Library
- Reader seats in sufficient variety of type and location to total approximately 6 seats per 1,000 residents or 127 user stations at opening, 4.5 at build-out; and to,

The above goals have all been achieved and are documented in the City of Calabasas Library Building Program, which outlines the requirements for a public library of 23,236 square feet. This represents 17,427 assignable square feet with a circulation allowance of 5,809 square feet or 25% of the total space. This circulation allowance or non-assignable space will include lobbies, hallways, thickness of walls, mechanical rooms, telecommunications and electrical closets, and rest rooms. Utilizing this 25% allowance to reach the gross square footage requirements will provide a building, which is efficiently organized, meets functional and accessibility requirements, but is not overly generous.

Based on the Plan of Service, staffing plan, and estimated operating costs, it is strongly recommended that the library facility occupy a single story, that it be oriented on the site for both energy efficiency and that its entrances address the flow of pedestrian traffic from the adjacent shopping center and from convenient parking. Two entrances through the exterior lobby may be required to provide access that is convenient to both of these areas. The library itself should have a single entrance that secures its envelope to allow for extra hours functions in the Multipurpose Room.

The technology portion of the building program is based on the *Library Plan of Service: Technology Plan* which includes specific recommendations for public and staff workstations, systems and network equipment, and the exploration of wireless transmission as an option.

Divisions and Spaces

For the purposes of organizing the building program, the library is divided into 15 Divisions, representing administrative units or physical units, requiring that each space within the Division maintain proximity to other spaces within the Division. Detailed information on each space including furniture, equipment and shelving requirements and functional details is provided in Chapter 11: *Facility Space Requirements*. The following summary provides a brief overview of the content of the spaces, collections and reader stations.

Collections and Seating

The Divisions include ten collections and seating areas, representing areas to house physical collections and various reader stations and technology stations. The nine areas are: Audio-Visual, Browsing, Children's, Fiction, Homework Center, Non-Fiction, Periodicals, Reference, Special Collections, and Young Adult. A brief description of each of these areas follows.

Audio-Visual Services. This area of the library will house the library's adult audio-visual collections on display shelves in a retail-like setting. Two OPAC's will be available in this area.

Browsing Division. This area of the library will house the library's new books and browsing collections on display shelves in a retail-like setting. Eight lounge chairs will be available in this area.

Children's Services. This Division will include the following Spaces: Children's Collections and Seating, Juvenile Collections and Seating, Children's Reference Collections, Children's Technology Center, Children's Rest Rooms, Children's Desk, and Storage Room. The collections and seating will be divided into areas for younger children (Children's Collections) and older children (Juvenile Collections.) The area will house nearly 28,000 volumes, 12 current magazine subscriptions, children's video cassettes,

and a small stack area for back issues. There will be a total of 41 children's and juvenile reader seats and 8 technology workstations available. Accessible reader seats and technology stations will be available in the Technology Center and Juvenile Collection and Seating Area.

Fiction Division. This Division will house the Fiction, Paperback, Mystery, and International Language collections for a total of 20,000 volumes on open stacks. It will include the library's large print materials appropriate for senior citizen recreational reading and materials for the visually impaired. It will also include four reader seats at a table for four.

Homework Center. This Division will house the Library and Las Virgenes Unified School District Joint venture Homework Center. The Homework Center will include copies of all textbooks currently used by Calabasas students, study tables, and technology workstations. Other services for students will include tutoring, college prep and career workshops, computer databases and high end multimedia workstations, scanners, CD and DVD readers and write drives, links to school web sites and on-line resources.

Non-Fiction Division. This Division will house the Non-Fiction Circulating Collections of 32,000 volumes as well as 20 reader seats at study tables and carrels and two technology workstations (OPAC.)

Periodicals Division. This Division will house the Library's current periodicals and newspapers in a comfortable browsing area. The area will contain 144 current magazine subscriptions and 9 newspaper subscriptions along with six lounge chairs.

Reference Division. The Reference Services Division will contain a Reference Desk, the Reference collections, the Technology Area, the Copy Center, and four group study rooms. The collections will consist of nearly 4,000 volumes housed on a variety of full height shelves and index tables. The area will include 16 technology workstations and 15 reader seats. Accessible reader seats and technology workstations will be available in the Technology Area and in the Reference Collection and Seating Area. The study rooms will add another 20 reader seats to this Division. One of these study rooms will also serve as a reading room for Special Collections and will include a microfilm reader printer, a video viewing unit, and a technology workstation.

Special Collections. This area will house a closed stack for the library's special collections, which will include 7,000 volumes on environmental issues and the Santa Monica Mountains Conservancy. This collection will also include materials covering the early settlement of the area and its historical development, material relating specifically to the history of Calabasas as an incorporated city, and selected videotapes of local government meetings. The room will include a small archival workstation.

Young Adult Services. This Division will house the Young Adult Homework Center. This area will include six technology workstations and 13 reader seats with both an accessible technology workstation and reader seat. The area also includes approximately 1,200 young adult and textbook volumes and a collection of 1,000 CD's and DVD's in a browsing unit.

Within these nine divisions, the building will contain shelving for a collection of approximately 93,000 print volumes with 65,200 volumes in adult materials and special collections, and 27,600 volumes in the children's collection. The combined adult and children's reference collections will total approximately 4,000 print volumes. In addition to print volumes, the City of Calabasas Library will hold over 20,000 media items located in the Children's Area, Young Adult Area, and Audio-Visual Collections Area. A detailed profile of the collections is provided in Chapter 8: *The Library's Collections*.

In all cases, the shelving is calculated to recognize that some items will be in circulation, and at 93,000 volumes, the shelving will be approximately 75% full allowing the extra shelf space required for a working collection. The stack aisles will meet accessibility requirements as outlined in the General Requirements Chapter.

The collection and seating areas include 41 children's reader seats, 12 seats in the Homework Center, and 73 adult/young reader seats, 13 Young Adult Services seats for a total of 139 reader seats. This total includes 14 lounge seats and a variety of table and carrel seats in the children's and adult areas as well as 20 seats in the group study rooms in the Reference Services Area. In addition to the reader seats, the program includes 40 public technology workstations. Four accessible technology workstations are included and three accessible reader tables (manual adjustable) are included. These are located in Reference Collection and Seating Area and the Technology Area; in the Young Adult Services Area; and in the Juvenile Collection and Seating Area and Children's Technology Center. A detailed profile of the distribution of user stations is included in Table 6.3: *Occupancy for Each Library Space* at the end of Chapter 6: *Building Program Summary*.

The five other Divisions are the Administrative Services Division, Circulation Services Division, the Public Meeting Room Division, General Building Services Division and the Library Entrance Division.

Administration and Support Services

Circulation Division. The Circulation Services Division utilizes approximately 15% of the total library space. This Division includes the Circulation Desk with a self-checkout area, a shared staff workroom, the Staff Lounge, and the Computer/Telecommunications Room. The workroom includes seven staff workstations and eight shared task workstations (e.g., mending, sorting, etc.)

Administration. The Administration Division contains four professional offices, a staff meeting room, and an administrative services support area.

General Building Services. The General Building Services Division contains a large storage room and a workroom for the Friends of the library volunteers as well as custodial space.

Auxiliary Spaces

The Library Entrance Division and Public Meeting Rooms Division provide space for auxiliary services including the Multipurpose Room, AV closet and storage, the lobby, and the Friends' of the Library Bookstore. These spaces are to be located outside of the library's control gates in order for them to be open when the library is closed.

Public Meeting Rooms. The Multipurpose Room includes space for at least 85 adults in chairs or 150 children on floor cushions. The Multipurpose Room is planned with full multimedia projection and teleconference capability. It will be located near the Children's Area to facilitate its use for children's programs. The Multipurpose Room includes a small counter area with a refrigerator and sink to facilitate serving light refreshments. It also includes an audio-visual closet and storage area.

Library Entrance Division. This area serves as the gateway to the Library and to the Multipurpose Room. The Friends of the Library Bookstore and the public rest rooms will be located here. It will be organized to allow for separate hours of operation for the Multipurpose Room and for access to the rest rooms when

the library is closed. It should include some seating spaces and display and exhibit space for cultural, historical and art exhibits.

Program Summary

Reader Seats	139
Technology Stations	40
Volumes	93,000
Multimedia Units	20,000
Periodical Subscriptions	165
Public Service Desks	3
Public Service Workstations	7
Staff Offices	4
Staff Workstations	7
Meeting Room Seats	85

Table 6.1: Program Summary

The above table provides an overview of the contents of the building program. Table 6.2 below illustrates a rough distribution of space by specific function. This is prepared by assigning a Supercategory or “use” category to each furniture and equipment and shelving inventory item in the building program and then tabulating the total space allocated to each of these uses. The percentage of space allocated to collections is slightly higher than a typical small public library, reflecting the specific requirements of the community as well as the additional space requirements of the “keynote” special collections. The percentage of space allocated for Meeting Room seats is slightly below the typical space allocation, again recognizing the location of the library in a civic center complex that provides multiple venues for small and large group meetings and performances. The percentage of space allocated to reader seats, technology, and staff space is consistent with other small public libraries. Detailed descriptions of the contents of each of the supercategories are included in Chapter 9: *The Library Supercategories*.

Reader Seats	18%
Technology	11%
Shelving	30%
Staff Workspace	19%
Meeting Rooms	6%
Special Purpose	16%

Table 6.2: Program Summary by Use Category

Program Document

The subsequent sections of this building program include specific functional criteria on what is required for the building to function. Chapter 7: *General Requirements for the Facility and Space Planning Standards* provides criteria for the entire facility and Chapter 11: *Facility Space Requirements* provides these requirements on a space-by-space basis. These criteria include adjacency, flexibility, fenestration, audio-visual, acoustics, space finishes, lighting, HVAC, signage, security, electrical, telecommunications, and disabled access requirements. Without these qualitative criteria being met, the spaces cannot properly serve the library's program goals.

Chapter Two includes a list of acknowledgements for all of the many individuals who have participated in this process since 1998. Chapter Twelve includes a master list of all of the furniture and equipment in the project. Chapter Three includes a project schedule and a preliminary project budget based on estimated costs and a construction start date of August 2005. This cost opinion is meant as a guide, not as a substitute for a cost estimate.

Table 6. 3: Occupancy for each Library Space

Division Name

Space Name

Description/Detail Data

ADMINISTRATION

Administrative Services Office

STAFF OFFICE WORKSTATIONS: 1

Children's Office

STAFF OFFICE WORKSTATIONS: 1

City Librarian's Office

STAFF OFFICE WORKSTATIONS: 1

Public Services Librarian

STAFF OFFICE WORKSTATIONS: 1

Reception and Support Services Area

STAFF WORKROOM WORKSTATIONS: 1

Staff Meeting Room

STAFF MEETING SEATS: 10

AUDIO-VISUAL LIBRARY

AV Collection & Seating

TECHNOLOGY WORKSTATIONS: 2

BROWSING

New Book Display

READER SEATS: 8

CHILDREN'S LIBRARY

Children's Collection & Seating

CHILDREN'S READER SEATS: 24

Children's Desk

PUBLIC SERVICE DESK WORKSTATIONS: 2

Children's Technology Center

CHILDREN'S TECHNOLOGY WORKSTATIONS: 8 (1 accessible)

Juvenile Collection & Seating

CHILDREN'S READER SEATS: 17 (1 accessible)

CIRCULATION SERVICES

Circulation Desk

TECHNOLOGY WORKSTATIONS: 1

PUBLIC SERVICE DESK WORKSTATIONS: 3

Computer/Telecommunications Room

STAFF WORKROOM WORKSTATIONS: 1

Staff Workroom

STAFF WORKROOM WORKSTATIONS: 7

STAFF WORKROOM TASK WORKSTATIONS: 8

FICTION COLLECTION

Fiction Collection & Seating

READER SEATS: 4

GENERAL BUILDING SERVICES

Custodial Workroom

STAFF TASK WORKSTATION: 1

Volunteers' Workroom and Storage Area

VOLUNTEER WORKROOM WORKSTATIONS: 2

HOMEWORK CENTER

Homework Center

READER SEATS: 12

TECHNOLOGY WORKSTATIONS: 4

LIBRARY ENTRANCE

Friends' Bookstore

PUBLIC SERVICE DESK WORKSTATIONS: 1

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

READER SEATS: 20 (16 Table, 4 Carrel)

TECHNOLOGY WORKSTATIONS: 2

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

READER SEATS: 6

PUBLIC MEETING ROOMS

Multipurpose Room

MEETING ROOM SEATS: 85; or,

CHILDREN'S MEETING ROOM SEATS: 150

REFERENCE SERVICES

Reference Collection & Seating

READER SEATS: 15 (6 Index Table, 8 Table, 1 Accessible Table)

Reference Desk

PUBLIC SERVICE DESK WORKSTATIONS: 2

Study/Tutoring Room A

READER SEATS: 6

Study/Tutoring Room B

READER SEATS: 4

Study/Tutoring Room C

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 3

Study/Tutoring Room D

READER SEATS: 6

Technology Area

TECHNOLOGY WORKSTATIONS: 16 (2 accessible)

SPECIAL COLLECTIONS

Special Collections Area

TECHNOLOGY WORKSTATIONS: 1

YOUNG ADULT SERVICES

Young Adult Services Area

READER SEATS: 13 (1 accessible)

TECHNOLOGY WORKSTATIONS: 6 (1 accessible)

Table 6. 4: Building Program Summary by Division and Space

<u>LIBRARY DIVISION</u>	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.
<u>ADMINISTRATION</u>		<u>1,117</u>
Administrative Services Office	152	
Children's Office	152	
City Librarian's Office	172	
Public Services Librarian	152	
Reception and Support Services Area	232	
Staff Meeting Room	257	
<u>AUDIO-VISUAL LIBRARY</u>		<u>668</u>
AV Collection & Seating	668	
<u>BROWSING</u>		<u>414</u>
New Book Display	414	
<u>CHILDREN'S LIBRARY</u>		<u>2,330</u>
Children's Collection & Seating	634	
Children's Desk	204	
Children's Entrance (Interior)	N/A	
Children's Reference Collection	99	
Children's Technology Center	255	
Family Rest Rooms	N/A	
Juvenile Collection & Seating	1,138	
<u>CIRCULATION SERVICES</u>		<u>2,320</u>
Circulation Desk	521	
Computer/Telecommunications Room	221	
Staff Entrance & Lobby	N/A	
Staff Lounge	377	
Staff Rest Rooms	N/A	
Staff Workroom	1,201	
<u>FICTION COLLECTION</u>		<u>858</u>
Fiction Collection & Seating	858	
<u>GENERAL BUILDING SERVICES</u>		<u>1,099</u>
Custodial Workroom	284	
General Library Storage Room	318	
Volunteers' Workroom and Storage Area	497	

<u>HOMework CENTER</u>		<u>500</u>
Homework Center	500	
<u>LIBRARY ENTRANCE</u>		<u>491</u>
Friends' Bookstore	491	
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	
<u>NON-FICTION COLLECTION</u>		<u>1,964</u>
Non-Fiction Collection & Seating	1,964	
<u>PERIODICALS COLLECTION</u>		<u>428</u>
Current Magazine & Newspaper Display & Seating	428	
<u>PUBLIC MEETING ROOMS</u>		<u>1,404</u>
AV, Chair & Table Storage Room	301	
Multipurpose Room	1,103	
<u>REFERENCE SERVICES</u>		<u>2,703</u>
Copy Center	229	
Reference Collection & Seating	779	
Reference Desk	261	
Study/Tutoring Room A	159	
Study/Tutoring Room B	154	
Study/Tutoring Room C	274	
Study/Tutoring Room D	159	
Technology Area	688	
<u>SPECIAL COLLECTIONS</u>		<u>508</u>
Special Collections Area	508	
<u>YOUNG ADULT SERVICES</u>		<u>623</u>
Young Adult Services Area	623	
Net Assignable Square Footage:		<u>17,427</u>
Non-Assignable Square Footage (@ 25% of Gross):25%		5,809
Gross Square Footage:		23,236

General Requirements and Space Planning Standards

Civic Center Guidelines

The following guiding principles for the library facility were endorsed by the Civic Center Advisory Committee in December 1999, and were subsequently approved by the City of Calabasas Library Commission.

The new library for the City of Calabasas will:

- Provide flexible space
- Be accessible to all
- Be welcoming
- Have good way-finding and sensible organization
- Provide acoustical zoning
- Be bright and airy
- Have proper climate control for humans and collections
- Include quality workspace for staff
- Be energy efficient
- Include a smart infrastructure
- Make provisions for adaptable and converging technologies
- Include broad power and data distribution
- Provide safety and security for people and collections
- Offer a combination of indoor and outdoor spaces
- Be culturally and historically significant

Included are reiterations of California Building Code and Title 24 accessibility requirements as applicable to the library project. They are not intended to serve as outline specifications, but are provided to introduce an understanding of the City's expectations for the project.

In case of conflict, code requirements will always supersede any of the general requirements included in this chapter. The library building is considered an Assembly occupancy (A.2.1) and must be constructed in accordance with the California Building Code, 2001 (UBC 1997 with 2001 California Amendments) edition. Applicable codes and guidelines include the California energy Efficiency Standards for Residential and Non-Residential Buildings; 2001 Title 24, Part 6; and the Americans with Disabilities Act Regulations (ADA), United States Architectural and Transportation Barriers Compliance Board. Specific code requirements and guidelines include:

Sprinkler and fire extinguisher requirement

- National Fire Protection Association. (NFPA)

Structural

- American Concrete Institute (ACI 318-99)
- American Institute of Steel Construction (ASD, 9th edition and LRFD, 2nd edition)
- AWS Structural Welding Code (ANSI AWS D 1.1-98)

HVAC

- American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE standard 90 A,B,C, Energy Efficiency in New Building Design)
- American Society of Testing and Materials (ASTM)
- American Water Works Association (AWWA)
- Cast Iron Soil Pipe Institute (CISPI)
- National Electrical Code (NEC)
- National Electrical Manufacturer's Association (NEMA)
- National Fire Protection Association (NFPA)
- Occupational Safety and Health Administration (OSHA)
- Sheet Metal and Air Conditioning Contractor's National Association (SMACNA)
- Underwriters Laboratories, Inc. (UL)
- American National Standards Institute (ANSI)
- Associated Air Balance Association (AABC)
- California Plumbing Code
- Environmental Protection Agency
- California Building Code
- California Mechanical Code
- California Fire Code
- California Energy Code (2001) Title 24.
- State Fire Marshal
- Division of the State Architect (DSA)

Electrical

- National Electrical Code (NEC 1999)
- National Fire Protection Code (NFPA)
- Uniform Building Code
- California Code of Regulations. Title 24.
- California Occupational Safety and Health Act
- Illuminating Engineering Society (IES)

General Requirements

The following section of the building program provides general requirements and criteria for the physical design of the facility as well as specific accessibility requirements; staff efficiency; energy efficiency recommendations; space-planning standards utilized; and detailed information on furniture, finish, and fixture requirements. These are standards that have been developed by the Civic Center Advisory Committee and approved by the

Library Commission; guidelines that have been provided by the library planning consultant; and reiterations of accessibility and Title 24 requirements as applicable to the City of Calabasas library project.

I. Site

General requirements for the site include the following:

- Pay telephones (one of which is disabled accessible)
- Large sign noting the Library's location
- Flag pole
- Exterior lighting on timer or photo sensors
- Exterior free standing book return at nearest vehicular access point, flat path with no incline for staff to push book trucks to empty bins
- Bicycle racks
- Trash and smoking materials receptacles near the front entrance
- Parking spaces for service vehicles
- Loading and receiving zoned space
- Disabled accessible spaces
- Provision for trash storage, dumpsters, and removal

Site Accessibility

An accessible route to the facility must be provided which includes access to transportation, parking, sidewalks and buildings. The width of the route is to be a minimum of 36" with turning and passing spaces (60" x 60") at any obstructions, but at no less than every 200'.

The route cannot have level changes without accessible ramping. (See below) The ground surface must be firm, stable, and slip resistant. Detectable warnings are required for any hazardous vehicular areas, water features such as reflecting pools, sculptures, bicycle racks or monumental signs. Any gratings must have spaces a maximum of 1/2" wide with the long dimension perpendicular to the direction of travel.

Transportation Accessibility

The parking requirement is a minimum of one accessible space for every 25 parking spaces with no less than one space. Accessible parking spaces must be at least 8' wide served by an accessible aisle at least 5' wide for a total of 13' wide. Accessible parking must be the shortest route to accessible entrances and the access aisles must be part of accessible route to the entrance of the Library.

Accessible and van parking must be clearly marked with a sign displaying the International Symbol of Accessibility, wheelchair symbol, in white on a blue background and must be located where it can not be obscured by a parked vehicle or other object.

Hardscape

Curb ramps are required where an accessible route comes to a curb and must be located where a parked vehicle cannot obstruct them. The maximum ramp length is 30'. The maximum ramp slope is 1-foot rise per 12 feet of length. Build up can be a maximum of 36". The ramp must be slip resistant and cannot project into traffic lane. Curb ramp sides can be a maximum of 1:10, 1:12 if 48" at top of ramp. Detectable warnings are required for the full length and width of ramp. Ramp must be fully contained when in a marked crossing area. Islands must be level with the street or curb ramps with a minimum of 48" of level ground between.

II. Entrance

Hours and days of operation for the Calabasas Library should be posted at the entrance to the library lobby and exterior lobby, and be visible from outside when the building is closed. The entrance to library requires a minimum 90" opening for the inventory control system. Security system detection panels must be a minimum of 3' from any metal surface and a minimum of 8' from any electronic workstation to prevent interference or malfunction of the unit.

The main entrance or entrances should open into a lobby that serves the Multipurpose Room, Friends of the Library Bookstore, and public rest rooms, and meets the following general requirements:

- Benches or other seating
- Foot cleaning grates or walk-off mats
- Public telephones (or in immediate area outside the facility)
- Accessible drinking fountains
- Signs for City information, donor plaques, City Council or Library Commission acknowledgements
- Donor wall
- Video surveillance cameras

The library entrance, which opens into the library circulation lobby, should include the following:

- Floor plan and building directory
- Paper management system for handouts and bulletins
- Locked and lighted display and exhibit space
- Theft detection gates in set of three to create dual corridor entrance and exit
- Annunciator panels for all fire and security systems

Entrance Accessibility

Signage must indicate location of nearest accessible entrance. Exterior doors must be available with automatic, manual automatic, or power assist options. Automatic doors must read below the height required to recognize children and individuals in wheelchairs.

For manual automatic or power assist doors, which require a plate, the plate must meet the front and side reach requirements of 48" and 54" respectively above finished floor. Doors must comply with ANSI standards. Doorways require a minimum clear opening of 32". A minimum clear distance between a pair of hinged doors of 48" must be provided. If a door closer is used, the door should take at least three seconds to get to a point 3" from the door latch. Door hardware can be located no higher than 48" above finished floor. The security gates inside the doors must comply with the same guidelines as doors.

III. Accessibility

Accessible Aisles, Doors and Paths of Travel

All offices, the staff workroom, multipurpose room, study rooms, and collections and seating areas must be accessible by means of a 36" wide aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest exit, cross aisle or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

Doors to all rooms, except closets and supply rooms, must be 36" wide with a minimum clearance of 32" required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Other accessibility guidelines are included in the following sections: Stacks and Shelving, Reader Seats, Drinking Fountains, Entrance, Site, Telecommunications, Signage and Rest Rooms.

IV. Structure

Column bays of 25', or in multiples of 5', are recommended in stack areas. This is consistent with the use of a 24" closed base stack in conjunction with the 36" accessible aisle. In cases where a 20" closed base stack unit is utilized, the aisle can be increased to 40".

The floor-loading requirement throughout the building should be 125 - 150 pounds per square foot live load to allow for the weight of stacks. No compact shelving is anticipated. When possible, columns should not be introduced in Multipurpose Room, Study Rooms, or the lobby.

V. Lighting & Light Control

Window treatment for light control should be included where necessary. Direct east or west facing exposure is to be avoided. North and south facing windows are preferred and book stacks should be located away from sources of natural light. A lower level of ambient fluorescent light supplemented with natural light and appropriate task lighting is preferred. (See also *VIII. Energy Efficiency Characteristics* below.)

While it is recognized that various conditions including contrast, reflectivity, and task to be performed affect the objective quantification of lighting required, a guideline for lighting levels, based on the most common tasks in the building should be as follows:

- Reading areas: 30 to 40 foot-candles measured horizontally at work surface augmented with task lighting for a combination of ambient and task lighting of 50 foot-candles
- Book stacks: 6 foot-candles minimum measured vertically at a height of 12" and 30 foot-candles maximum measured vertically at any height
- Building entrance: 5 - 10 foot-candles
- Public rest rooms: 10 - 20 foot-candles
- Study areas: 50 foot-candles
- Circulation desk and other work areas: Minimum 50 foot-candles measured horizontally on the work surface

Computer monitors should be shielded from direct light and glare or positioned perpendicular to any windows. The number of lamp types must be minimized, reasonably priced, easily obtainable, and meet any City of Calabasas standard if applicable. Task and table lamps should be vandal and theft resistant as possible.

Occupancy sensors, photocells for areas rich with natural light, or motion detectors are to be included to aid in compliance with the California energy code requirements (Title 24). Service areas, Study/Tutoring Rooms, the Copy Room, utility rooms, and other limited occupancy rooms, such as data and electrical closets, should have lighting controlled by occupancy sensor or motion detector. Lighting in large public areas should be zoned to allow partial dimming of lights during daylight hours.

Stack lights should be stack-mounted parallel to or ceiling mounted perpendicular to book stacks, provide direct or indirect light, and have narrowly spaced baffles to prevent breakage by items being removed from the top shelf.

Lighting in public areas and workrooms is to be zoned and controlled from central panels located at the Staff Entrance or Circulation Desk, to facilitate opening and closing the library. Provide master controls at shipping and receiving entrance and at main entrance to library. Emergency back up lighting is to be included. Exterior lighting should be on a timer or light sensor controlled system.

VI. Windows

Windows in offices, workrooms, reading areas and community rooms should be provided with roller shades or other light control device. Operable windows may be acceptable in staff areas. Operable windows in public areas should have high or lockable screens.

VII. HVAC

Temperature in stack areas should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. In other areas, comfort level is to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Minimum ventilation requirements are 15 cubic feet per minute per person with 3 to 10 air exchanges per hour and with a minimum of 12 air exchanges per hour in rest rooms. Controls should allow for zoning, particularly of the bookstore, group study rooms, Multipurpose Room and individual office spaces. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

- Provide separate temperature controls for telecommunications equipment room
- Thermostats in public areas should have lockable covers
- Special note should be taken of rooms with high equipment load. These include the Young Adult Homework Center, Reference and Technology Area, Staff Workroom, and Copy Center

VIII. Energy Efficiency Characteristics

As noted throughout the various sections of this chapter, the library facility will be required to employ energy savings equipment and exhibit design features that will significantly reduce energy consumption throughout the life of the building. The project should encompass goals of sustainability, reduced operating costs, community relevance, and a healthy productive workspace.

A partial compilation of these basic recommendations follows:

Site

The project should strive for environmental responsibility and efficient use of the site including the protection of natural areas and minimal disturbance of adjacent areas. It should maximize the opportunities for habitat conservation and look for opportunities to reduce the need for automobile transportation to the site. The heat generated by surfaces on the site must be reduced to help reduce air conditioning costs. Where possible, the seasonal and daily wind flows across the site should be utilized to create opportunities for natural ventilation.

Water Conservation

The project should be designed to minimize the use of potable water. The goals for this would include the requirement to reduce the quantity of water needed for the building and to reduce the burden on municipal water supply and treatment. Water used in landscaping will be reduced through the use of intelligent irrigation in combination with native plantings. Landscaping plans will use native or adaptive, drought tolerant plant materials and reduce or eliminate the need for permanent irrigation systems that use potable water. Rainwater will be captured to supply any water features and for irrigation during the dry seasons. Water conservation fixtures will be installed in the building with the goal of reducing water consumption 20% below current codes.

Facility

If possible, orient the building on the site to maximize north and south facing facades. All exterior windows will be shaded through the use of overhangs, plantings, exterior solar control devices, interior blinds or shades, fritting, or a combination of these to protect the windows from direct sunlight during the cooling season, and to protect users from glare. Specify a light colored roof or a white reflective coating for the roof. Specify a high-performance (Low-e®) insulated glass. Extra insulation beyond the minimum Title 24 requirements should be included to the maximum extent possible; and beyond the requirements of daylighting and views, the amount of glazing should be minimized.

Lighting

In general, a lower level of ambient light supplemented with task lighting, which is appropriate for specific tasks, will be provided. Lighting for individual offices, staff and public rest rooms, storage rooms, Study/tutoring rooms, staff lounge, storage, staff meeting room, telecommunications and electrical closets, custodial closets and any other unoccupied space will be controlled with occupancy sensors or motion detectors. The lighting in all large open areas will be zoned to enable portions of the lighting to be extinguished either manually or automatically when daylight is available. The lighting in all public areas should be controlled with a time clock schedule as part of a building lighting control system. Continuously dimming electronic ballasts will be specified in all fixtures within 15 feet of a daylight source in order to maximize the use of daylight; and clerestory elements or roof monitors should be used to introduce daylight into the interior of the building. Utilize T5HO lamps in stack mounted light fixtures and in areas where indirect lighting is desirable. All exit signs should have LED lamps.

The intensity of site lighting will be minimized through the use of energy efficient fixtures. Automatic controls will be utilized to reduce lighting levels after curfew hours or 30 minutes after library closing or the end of a City Council meeting.

HVAC

Specify a Variable Air Volume (VAV) HVAC system. Temperature controls and heating systems will be zoned to allow areas that are unoccupied, such as the Multipurpose Room and Friends' Store to be turned off or down when not in use. The comfort requirements will be relaxed and the acceptable temperature range during cooling will be raised a few degrees and the acceptable temperature range during heating has been lowered a few degrees. Natural ventilation should be utilized to the fullest extent possible.

Plumbing and Hot Water

All fixtures will be specified as automatic "shut-off" to limit the amount of hot water used for hand washing. The hot water temperature will be set as low as possible for hand washing and ultra-efficient water heaters will be specified.

Electricity

Purchase only new equipment, that is "Energy Star" certified and insure that "power down" and "sleep" functions are utilized. Other energy saving strategies such as the installation of a photovoltaic system linked to the electric utility grid should be fully investigated during the design phase of the project.

Sustainability and Resource Conservation

Where possible, locally produced materials will be used to reduce the use of energy for transportation. At least one half of the wood used should come from sustainably harvested forests. The building materials specifications will incorporate the use of recycled materials to minimize the use of new resources in the construction. These products made from recycled materials might include the carpet, toilet partitions, fly ash in concrete, ceramic tile, acoustic ceiling tile, and reclaimed lumber or lumber made from recycled plastics. In addition, adequate space will be provided in the library for the storage of recyclable materials in order to encourage this practice by library employees. Construction waste should be minimized and where possible it should be recycled to reduce the burden on landfills.

IX. Drinking Fountains

Drinking fountains should be located in lobbies or in alcoves that serve public rest rooms, and away from carpeted stack and seating areas. At least 50% of all drinking fountains must be accessible, but no less than one.

Drinking fountains must have spout outlets that are no higher than 36" above finished floor, and are located at the front of the unit and direct the water flow in a parallel, or

nearly parallel, trajectory to the front of the unit. The flow must be at least 4" high to allow for the use of a cup or glass.

In addition to a wheelchair accessible drinking fountain, there must be a drinking fountain that is accessible to individuals who have difficulty bending or stooping. When a single drinking fountain is provided, this accommodation can be achieved by adding either a paper cup dispenser adjacent to the fountain or specifying that the single fountain be a high and low flow fountain which can accommodate both requirements.

X. Rest Rooms and Lavatories

Public rest rooms will be provided in sufficient size and quantity to meet local codes and to meet the requirements for serving the specific building areas, which may have different hours of operation including the Friends' Bookstore and the Multipurpose Room.

Rest Room Accessibility

Accessible sanitary facilities must be provided for both the staff and the public. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

All public and staff rest rooms will meet the accessible aisle requirements as noted above in the Section "Accessible Aisles, Doors, and Paths of Travel."

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be between 17" and 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, will be mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements of 48" and 54" respectively. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Rest rooms signage which includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille.

Fixtures in children's rest rooms will be sized appropriately and both men's and women's rest rooms will contain diaper changing stations.

XI. Security, Fire and Life Safety

The building should include both a new dual corridor inventory control system and a perimeter alarm system as specified by the City. All emergency exits will have panic hardware and audible alarms. No less than 50% of all emergency exits will be disabled accessible. In all areas of the building where accessible means of egress are required, Areas of Rescue, or Evacuation, Assistance must be provided for exits that are not accessible, with the exception of areas that are covered by an automatic sprinkler system.

Alarm systems will include visible as well as audible alarms for fire and other emergencies, annunciator panel for alarm system at circulation desk or desks, depending on location, and will have an arming station at staff entrance. The alarm shall report to the location specified by the City. (TBD)

Visual alarms are required in all rest rooms and other common public areas including reading rooms, meeting rooms, hallways, and lobbies. Visual alarms must be placed 80" above the highest finished floor or 6" below the ceiling, whichever is lower. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. In larger areas exceeding 100' across, the

devices may be placed around the room at a maximum of 100' apart. Audible alarms must produce a sound that exceeds the normal sound in an area by at least 15 dbA, or the loudest sound, which lasts at least 60 seconds in a space by 5 dbA. Audible alarms cannot exceed 120 dbA.

Card readers should be considered at staff locations and other appropriate locations that might require internal control. These should be "roughed in" at a minimum with conduit available for future installation; e.g., Staff Lounge, Special Collections, Staff Meeting Room and Staff Entrance.

XII. Telecommunications

The following are general recommendations. The use of a technology consultant is recommended for network design.

Distribution and Conduit

The Calabasas Public Library will be planned with selected wireless network transmission applications for the use of portable equipment and to provide flexibility for arrangement of technology stations in designated areas. All library owned, permanently installed technology workstations will be wired at the time the building opens. Areas designated for wireless application are noted in the Telecommunications space detail in Chapter Six.

All construction will contain adequate conduit, ducts, underfloor space, or cable trays to accommodate data network, media distribution network, and power distribution to specified areas. The feasibility of utilizing wireless technology, or a low profile raised floor, for the project should be explored early in the design process. Cable trays and ducts must have access panels for future cabling by owner. Adequate space in phone and data closets should be provided for routers, data terminal boards, or network management equipment for future requirements.

All voice and data cable conduit shall be rigid metal conduit unless a profile floor is utilized. The conduit shall terminate in metal boxes at the users end. All conduits will be placed in the hung ceiling unless specifically indicated to be underground. No 1/2" conduit should be used in the project; the minimum acceptable size is 3/4" with 1" preferred. Conduit will be "home run" to the Computer Systems/Telecommunications Room and will contain pull string. Conduit will stub out at the top of a plywood backboard, where the conduit is run overhead, and at the bottom where run underfloor. Overhead is preferred where possible. Conduit will be mounted in a sturdy fashion and provide a neat (orderly) appearance.

Lighting, power, telephone, and communications outlets shall not be placed back to back and in rated walls shall be separated by a minimum of 24"; e.g., Study rooms, Copy Center, offices and the Staff Workroom.

Floor outlets should be of brass construction, flush to the floor with hinged covers opened with a single key or with carpet insert. Floor outlets should be installed throughout the Reference Collection and Seating Area, Technology Area, Children's Technology Center, Young Adult Services Area, Homework Center, and other areas to be designated in a grid system designed on a four, six or ten foot square grid. The system should provide for the installation of 110-volt electrical service, television, and/or telecommunications cables.

Cable and Networking

All data and voice cable should be Category 5 enhanced or Category 6 UL approved and rated cable or better. The feasibility of utilizing wireless technology for the project should be explored early in the design process.

Each data outlet should have four pairs of cable terminated at the outlet on an RJ45 termination device or equivalent. A single four pair cable drop should not be split to serve more than one outlet. Jacks should be installed in dual termination configuration sharing a common faceplate with the voice and data jack.

Network Accessibility

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no lower than 15" above the finished floor for forward reach access and no lower than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. The depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations if no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel.

Communications Equipment

A telephone system or systems will be provided to meet the City of Calabasas standard. This system will include automated attendant, call forwarding, voice mail if required, and upgradeable expansion module. A public address system will be provided through the telephone system or other system. Ceiling speakers, in sufficient quantity to be effective, will be provided in all public and staff areas including rest rooms, workrooms, and offices.

XIII. Electrical

Each staff or service desk workstation location must have a separate dedicated 4-plex electrical outlet to accommodate the microcomputer, barcode reader, and printer. Dedicated computer outlets shall be clearly designated by color and markings at each 4-

plex electrical outlet in the Telecommunication Room. Electrical contractor will provide wiring scheme identifying cable port on patch panel and at wall or floor plate at workstation end.

The minimum electrical service to the facility will include no less than one 20 amp circuit per 2 to 4 electronic workstations, with an estimated 75 to 100 potential technology workstations and miscellaneous photocopy, printing, multimedia, and security system equipment. The general requirements for electrical service to the facility include the following:

- Voltage regulated at building feed or at each feed box
- Surge protection at panel
- Dedicated lines available for equipment; e.g., security system, photocopiers, etc.
- Wiring easily accessible through low profile floors or conduit above dropped ceilings or in columns
- Power and data outlets located in dual configuration no more than 6" apart
- Electric outlets along walls should be located at 10' intervals with face plate centered at 15" above finished floor unless otherwise specified
- Electric outlets in all support columns
- Electric outlets at a minimum of 4' intervals along all work counters
- Two duplex outlets per staff workstation or office location
- Integrated central clock system will be included
- Light switches mounted in a multiple gang box under single cover plate with central control at circulation desk and at staff entrance
- Floor outlets flush with the surface (No monuments or bus stops)

XIV. Audio-Visual

CATV

The library shall include a system to provide UHF/VHF/FM signals to the building. The system shall consist of a local cable TV company drop, internal coaxial cable, a distribution amplifier, and drops as indicated on the drawings. These shall be located in the Multipurpose Room (2), the Staff Meeting Room, the Study/Tutoring Rooms, the Special Collections Room, and the Staff Lounge.

Presentation, Projection and Sound

The library shall include both fixed and portable digital projection equipment. Portable equipment shall be used in the Technology Area and Study/Tutoring Rooms, as needed.

Multipurpose Room

Presentation of videotape or DVD material in the Multipurpose Room may be accomplished using installed or portable televisions. For projection of computer images (e.g., PowerPoint), installed digital projection equipment is recommended since standard

televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

The top of the screen shall be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen shall not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Multipurpose Room. If installed, speakers shall have appropriate sound amplification and two sound systems shall be required in order for the room to be divided for simultaneous use for different purposes. Images may be displayed onto a motorized projection screen. If the system is to display television images, outlets shall be provided adjacent to the projector for connection to the TV distribution system (e.g., cable, CATV or satellite dish). Accommodations in secured media cabinets shall be made for housing installed video source equipment (e.g., VCR, DVD) and other processing equipment in the Audio-Visual Storage Closet in the Multipurpose.

Since the Multipurpose Room will be used to videotape events and presentations, and it will be likely used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it shall be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects. The furniture and equipment budget shall include the cost of a video conferencing system with a mobile monitor and cameras. A qualified audio-visual consultant should be employed to provide the specifications for purchase and installation of this system.

Control panels (e.g., Crestron®) enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel shall be included. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions, such as lighting, motorized projection screens, and drapery, into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens. Lecterns accommodating laptops for presentation and instruction shall be included in the Public Meeting Room.

Listening and Viewing Stations

Technology workstations in the library will include CD and/or DVD disc drives to enable them to serve as individual listening or viewing stations. The library shall monitors with

integrated speakers or headphones to accommodate this use. In addition, a video viewing units will be available in the Study/Tutoring Room which is adjacent to the Special Collections Room.

Other specific audio-visual applications are noted in the space detail for each individual space in the library.

XV. Graphics and Signage

The program and budget should include a full signage and graphics package, which will meet ADA and fire and life safety requirements. This signage program should be coordinated with the interior architecture and will include at a minimum:

- Easily identified entrance signage integrated into site, parking and building exterior, consistent with Civic Center signage
- Changeable signs or insert sign carriers for hours and other services
- Sign carriers for both ends of each book stack unit
- Signs designating permanent rooms and spaces
- Signs designating major building areas
- Evacuation signs and floor plans
- Emergency exit warnings
- Room number identification
- International symbols or pictograms for accessible areas; e.g., restrooms, photocopiers, emergency exits, parking spaces, drinking fountains
- Easels or stands to hold temporary signs/posters announcing events

Accessible Signage

Directional signs to major building areas or stations (e.g., “Circulation Desk” or “Reference Desk”) must be wall-mounted or ceiling hung at least 80” high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3” in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Permanent room identification signage (e.g., “City Librarian”) must be wall-mounted on the latch side of any door or entrance at 60” above the finished floor and shall be 1/32” raised uppercase sans serif type characters accompanied by Grade II Braille.

XVI. Stacks and Shelving

General recommendations for stack units include:

- Finished end panels and signage on both ends of all shelving units

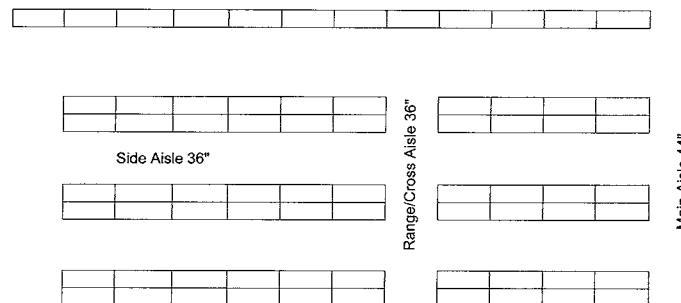
- Canopy tops on all units 66" or lower.
- Back edge on each shelf or alternately relocatable backstop in vertical member
- Hinged slanted display shelves in current periodicals area with storage shelf
- Bookstore display shelves with sloped shelves and wide base for all browsing and book sale areas
- Multimedia accessory shelving where indicated

Space Allocation

Allocation of space for most adult book collections is based on full height 90" high shelving utilizing 7 shelves per side for a total of 336 on shelf volumes per double faced section. The capacity for each shelving unit is calculated by multiplying the number of volumes per linear foot times the number of linear feet per shelf (3) times the number of shelves per unit. In the case of most adult collections this is 8 (volumes per linear foot) x 3 (feet) x 14(shelves) = 336.

The number of volumes per linear foot for each specific collection type can be found in Chapter 8: *Collection Allocation and Collections and Shelving* (Section 8.2), as can the space allocation per shelving unit. Space for collections is programmed to include space for future growth as Calabasas builds a collection as well as empty shelf space to allow efficient shelving and interfiling of volumes.

Shelving Accessibility



Aisles in stack areas must comply with the following accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles (and end panels), must be a minimum of 36" wide with 44" required if side aisles are only 36" wide; i.e., a 36" aisle cannot meet a 36" aisle.

Shelving height is unrestricted for most collections unless an attendant will not be available, and then it is limited to 54" above the finished floor. Current periodicals and

newspapers must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Current periodical shelving units should be no higher than 66" inches, or three sloped display shelves high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

Stack ranges should be no longer than 7 sections. Stack areas should be sprinkled and sprinkler heads should be mounted at a minimum of 18" above the top bookshelf.

XVII. Finish Treatment

A high grade commercial carpet, textured loop pile or multi-level loop, should be used throughout the facility except where noted: rest rooms, supply and storage rooms, circulation desk, reference desk, staff workroom, shipping and receiving, entrance, lobby, photocopy areas, custodial closets, fire exits, etc. These areas may be carpeted with carpet tile or vinyl tile. No carpet pad will be used, but enhanced backing is recommended. Recommended weight is 32-ounces per square yard. Carpet will be manufactured from static control fiber or of 25% to 100% post consumer recycled material. Static propensity must be below human sensitivity (3.5 KV) under standard test conditions.

All finishes must be easily maintained and durable, including corner beads under the plaster finish to prevent damage by book trucks, kick plates, chair rails, and recessed kick base on public service desks.

Public areas should be covered with a washable latex paint with a semi-gloss or eggshell finish for easy cleaning. Tackable surfaces will be provided in community information area, children's area, staff work areas, and at service desks. The Young Adult Homework Center, Study Rooms, the City Librarian's office, Librarians' Offices, and the Staff Workroom will include whiteboards, and tackable surfaces. A minimum number of paint colors should be utilized to facilitate future maintenance.

XVIII. Reader Seats

Reader space for users of the Calabasas Library is included in sufficient variety including tables for four (round and rectangular), tables for six in the Children's area, lounge chairs, technology carrels, technology counters, technology tables in the Young Adult Homework Center, and stackable chairs or floor cushions in the Multipurpose Room.

The building program includes a general recommendation for size and type of reader seat in the space detail for each individual area or space. These are, of course, subject to the considerations of interior design and funding available for the purchase of new furniture. The space allocation for readers' seats is calculated at between 23 and 30 square feet per table seat based on the size of the table, at 35 square feet for lounge chairs, and at 30 to

45 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 45 to 50 square feet per seat or station.

All user furniture should be of the highest quality of institutional, or commercial office furniture, which the owner's budgets will allow, and the substitution of residential or lower quality office furniture cannot be recommended. Fabric for all seating must meet the requirements of California State Technical Bulletin 117, and the more stringent requirements of Technical Bulletin 133 in any non-sprinklered areas.

Seating for children must be well constructed, scaled, weighted, and balanced. Tables are available in a variety of heights to serve the needs of pre-schoolers, elementary school age children, and older juveniles. Whichever height of table is selected, the table and the chair must be in the same scale and, most critically, must allow a dimension of 9-10" between seat height and table height. If a chair designed for an adult is to be scaled down for children and juveniles, it is not enough to merely lower the seat. The seat saddle should also be scaled down, as should the back height to provide comfortable seating for smaller bodies. This is also true of stools used as seating. Frequently children's chairs are available without a back; a feature that makes the chair more stable and less prone to tip over. Children's chairs should be designed not to rock or tip over.

Reader Seat Accessibility

Three accessible reader tables and four accessible technology workstations are included in the building program. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space for each of these stations. The knee space must be at least 27" high (28" to 34" above finished floor), 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. A table apron or keyboard carrier cannot obstruct access. Chairs, kik-step stools®, and book trucks, which would require being moved, must not be located in accessible seating location.

Seating for Senior Citizens can also accommodate individuals with mobility disabilities. The seat height should be just below the knee (17" above the finished floor is most desirable). The seat should slope no more than 4 degrees. Armrests are recommended. These recommendations should be considered, particularly in areas such as the periodicals reading area that is likely to attract senior citizen patrons.

The Multipurpose Room will require wheelchair access, but a specified number of dedicated accessible seating locations are not required in a multipurpose room with a flat floor in which seating is easily moved. Specified accessible seating locations are not required in rooms where removable seating is utilized, but every attempt should be made to provide seating locations that are accessible to the disabled and to accommodate the requirement for an adjacent companion seat.

XIX. Staff

Public Service Desks

Patrons will be assisted and the library will be supervised from three service desks. These desks are a Circulation Desk that will serve both children and adults for circulation, directional questions, and routine business transactions; a Reference Desk that will serve adults for reference and technology assistance; and a Children's Desk to provide assistance and supervision in the Children's Area. The staff at the Circulation Desk, which will consist of three public service points and one self-check station, will supervise all areas located in proximity to the library entrance and lobby. The staff at the Children's Desk will supervise the Children's Area. The staff at the Reference Desk will supervise all remaining areas of the library including the Reference Area, and Fiction and Non-fiction collection and seating areas. The service points will include workstations that are a minimum of six to seven feet in length to accommodate all necessary desktop equipment, CPUs in slings under the worksurface, and under counter shelves or storage for supplies, telephones, and printers. Additional space should be included for depressible book bins, lost and found bins and other temporary storage requirements. Each service desk will include a disabled accessible station with a countertop that is between 28" and 34" high for a continuous length of 36".

Staff Efficiency

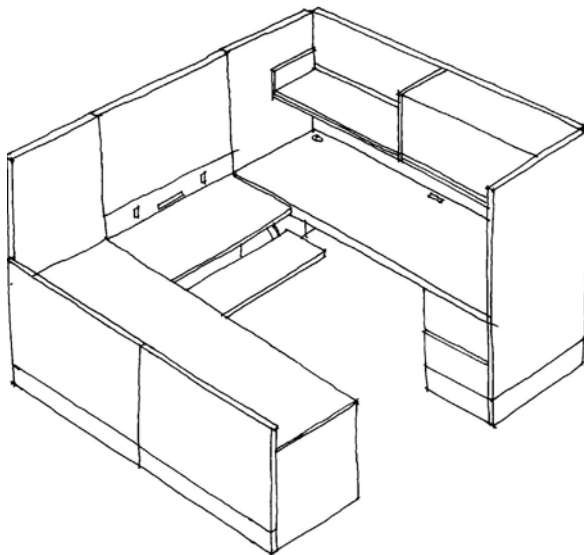
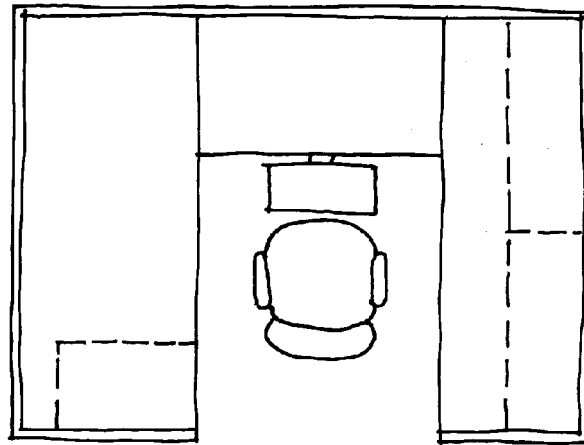
To maximize staff efficiency the Calabasas Library will be supervised from three public service points. A large shared open plan staff workroom will be located adjacent to the Circulation Desk to allow for quick backup during busy periods. The workroom will be designed flexibly with workstations available for a variety of clerical and professional employees as well as the many individuals who will volunteer for the library. Areas which cannot be supervised from either public service desk may be locked when not in use, such as the Multipurpose Room, or may be controlled electronically or by magnetic card reader, such as the Group Study Rooms.

Staff Workstations

Individual workstations are recommended for all full time employees. Systems furniture, consisting of modules of 3' and 6' work counters, and acoustical panels of varying height, is recommended for staff workrooms. Additional space is added to each work area for shelving, book trucks, files, storage for bibliographic tools, and visitor chairs. Locking files, keyboard carriers, tackable surfaces, wire management package, acoustical panels and over counter shelving and storage compartments are integrated into workstation design.

All Library Staff. Systems workstations which are 6' x 8' are specified for all library staff in the Staff Workroom. These workstations consist of fabric wrapped

modular panels with three plastic laminated worksurfaces. Each workstation will contain two overhead storage cabinets, which are wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit. These units occupy 50 assignable square feet.



Isometric of 6' x 8' U-shaped workstation, consisting of three worksurfaces, one overhead storage cabinet and one storage shelf, articulated keyboard carrier, file pedestal unit, and power and data receptacles at the worksurface

Sufficient storage in workrooms is required for general library equipment, supplies, gifts, materials in transition, and program materials.

XX. Acoustics

The primary strategy for acoustical control shall be to treat acoustical issues in the earliest planning stages, i.e., by locating areas that produce noise away from areas where quiet is desirable. The building program addresses acoustics through the distribution of spaces and through the adjacency recommendations which locate noise generating spaces together. In the main entrance area of the library, these clustered spaces shall include the following public areas: Circulation Desk, New Book Display, Audio-Visual Area, lobby, and the entrance to the Children's Library. Program spaces such as the Multipurpose Room, shall be isolated from quiet reading and collection areas. Other more interactive areas include Reference Services, Young Adult Services Area, and Homework Center, and these should be located accordingly.

For general acoustical control, collection and reading areas shall include finished with carpet with enhanced backing, 2' x 2' suspended acoustical ceilings and all interior walls shall include un-faced R-11 in 2' x 4' stud walls and R-19 in 2' x 6' stud walls.

Areas which require additional acoustical treatment include the Study/Tutoring Rooms, Staff Meeting Room, Multipurpose Room, Staff Workroom, and the Librarian's Offices. These specific acoustical requirements are noted in the respective space details sheets. These rooms shall be as sound proof as possible so that conversations cannot be heard outside the rooms. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating. Other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system, must be addressed. Lighting, power, telephone, and communications outlets shall not be placed back to back, and in rated walls shall be separated by a minimum of 24", e.g., study rooms, Copy Center, and work areas. A sound masking system may be necessary to achieve full speech privacy level.

XXI. Flexibility

Also critical to the success of this library building project is that flexibility be built into the design to allow the library to grow into spaces and reorganize functions as time goes by. The ability to meet the challenges of changing needs, changing technologies, and changing demographics will be critical. Among the recommendations are that the entire building be rated structurally to accommodate stacks and shelving; that the entire building, even stack areas, be wired with power and data for future use; that a minimum number of colors and finishes and fabrics be used to enable spaces to blend together; and that as few load bearing walls as possible be introduced into the larger open areas.

XXII. Custodial

Public areas will include adequate receptacles for trash and recyclables. The designated custodial department should be consulted on:

- Floor or wall mounted toilet partitions
- Industrial shelving
- Manufacturer of paper towel and toilet paper dispensers
- Requirements for maintenance support space
- Storage for janitorial supplies and equipment
- Trash collection within the building
- Removal of garbage and recyclables
- Keying

XXII. Space Planning Guidelines

The space planning guidelines utilized in the City of Calabasas Library Building Program are based on standard planning guidelines for public library facilities using square footage allocations that will meet all accessibility and functionality requirements. The square footage allocations in the building program are the default space assignments in the Libris DESIGN facility planning software (Version 2.3).

To summarize these standards:

Staff workstations are provided in one standard size: 50 assignable square feet for volunteer workers, clerical staff, and professional librarians alike.

Shelving units are either single faced units, which are sized at 12 assignable square feet, or double faced units, which are sized at 18 assignable square feet. Bookstore display shelving in the browsing area and bookstore require a slightly larger footprint (30 square feet) due to the sloped shelves, wide base and a larger aisle requirement. The standard stack aisle is 36" with the exception of current periodicals and main aisles, which require 44", and browsing collections, which are specified at 42" aisles. The capacity of these units is based on the number of volumes per linear foot of shelf multiplied by the number of feet per shelf, multiplied by the number of shelves per unit. The number of volumes per linear foot and number of shelves per unit is summarized by collection type in Chapter 8.2: *The Library Collections: Shelving the Library's Collections*. The number of volumes to be housed by collection type is based on the projected collection size minus a percentage of the collection estimated to be in circulation at any given time. This percentage is provided in Chapter 8.1: *Allocation of the Library's Collections*.

The space allocation for individual readers' seats is calculated at either 25 and 30 square feet per table seat based on the size of the table. This space allowance increases based on location in the case of tables in group study rooms. Other user stations are sized at 35 square feet for lounge chairs, and at 30 to 45 square feet per public technology workstation, depending on whether the station is a counter or a carrel and stand up or sit down.

Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 40 to 50 square feet per seat or station. Details on the space allocation on a per unit basis for reader seats and for all other furniture and equipment are included in the Chapter 12: *Net Assignable Sq. Ft. of Furniture and Equipment*.

Additional space allowances are created by including queuing spaces in front of the Circulation Desk and the Reference Desk, or by the addition of cardboard boxes in storage rooms to create transitional storage space.

The total gross space requirement is derived by including a 25% non-assignable allowance. This space includes lobbies, hallways, thickness of walls, telecommunications and electrical closets, and rest rooms. Utilizing this 25% allocation to reach the gross square footage will provide a building, which is efficiently organized, meets functional and accessibility requirements, but is not overly generous.

Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult	<u>70.28%</u>	<u>65,400</u>	<u>19.47%</u>	<u>52,665</u>	<u>8.313</u>
Browsing					
New Books	1.03%	960	50.00%	480	8
New Books (Face Out)	0.06%	60	50.00%	30	1
Fiction					
Fiction	10.75%	10,000	25.00%	7,500	8
International Languages	1.61%	1,500	25.00%	1,125	14
Mysteries	5.59%	5,200	30.00%	3,640	8
Paperbacks	2.15%	2,000	40.00%	1,200	16
Homework					
Textbooks	0.54%	500	0.00%	500	8
Large Print					
Large Print	1.56%	1,452	20.00%	1,162	8
Non-Fiction					
Non-Fiction	34.39%	32,000	20.00%	25,600	8
Ready Reference					
Ready Reference	0.12%	108	0.00%	108	6
Reference					
Business Reference	0.24%	220	0.00%	220	8
Reference	3.44%	3,200	0.00%	3,200	6
Reference (Encyclopedias, Directories, Etc.)	0.21%	200	0.00%	200	6
Special					
Environmental Collection	4.30%	4,000	0.00%	4,000	8
Special Books	3.22%	3,000	0.00%	3,000	8
Young Adult					
Young Adult	1.07%	1,000	30.00%	700	12

Children/Juvenile	<u>29.72%</u>	<u>27,652</u>	<u>26.58%</u>	<u>20,302</u>	<u>13.67</u>
Children's Easy Readers					
Children's Easy Readers	4.51%	4,200	30.00%	2,940	20
Children's Picture Books					
Children's Picture Books	5.80%	5,400	35.00%	3,510	20
Children's Ready Reference					
Children's Ready Reference	0.08%	72	0.00%	72	8
Children's Reference					
Children's Reference	0.52%	480	0.00%	480	8
Juvenile Fiction					
Juvenile Fiction	7.52%	7,000	30.00%	4,900	13
Juvenile Non-Fiction					
Juvenile Non-Fiction	11.28%	10,500	20.00%	8,400	13



Totals:	<u>100.00%</u>	<u>93,052</u>	<u>21.58%</u>	<u>72,967</u>	<u>9.77</u>
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Allocation of the Library's Multimedia Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>5.00%</u>	<u>1,000</u>	<u>50.00%</u>	<u>500</u>	<u>25</u>
DVD					
Young Adult DVD And CD Collection	5.00%	1,000	50.00%	500	25
<u>Children/Juvenile</u>	<u>11.00%</u>	<u>2,200</u>	<u>50.00%</u>	<u>1,100</u>	<u>10</u>
Video Cassette					
Video Cassette	11.00%	2,200	50.00%	1,100	10
<u>Combined (Adult & Children)</u>	<u>84.00%</u>	<u>16,800</u>	<u>42.38%</u>	<u>9,680</u>	<u>19</u>
Audio Book Cassette					
Audio Book Cassette	10.00%	2,000	40.00%	1,200	10
Audio Book Compact Disc					
Audio Book CD (CD ROM)	10.00%	2,000	40.00%	1,200	10
Audio Cassette					
Audio Cassette	3.00%	600	40.00%	360	19
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	16.00%	3,200	40.00%	1,920	25
DVD					
DVD	25.00%	5,000	40.00%	3,000	25
Video Cassette					
Video Cassette	20.00%	4,000	50.00%	2,000	10
Totals:	<u>100.00%</u>	<u>20,000</u>	<u>43.60%</u>	<u>11,280</u>	<u>18.6</u>



Allocation of the Library's Periodical Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>72.97%</u>	<u>162</u>	<u>0.00%</u>	<u>162</u>	<u>1</u>
Current Magazines					
Current Magazines	64.86%	144	0.00%	144	1
Current Newspapers					
Current Newspapers	4.05%	9	0.00%	9	1
Young Adult Current Magazines					
Young Adult Current Magazines	4.05%	9	0.00%	9	1
<u>Children/Juvenile</u>	<u>27.03%</u>	<u>60</u>	<u>0.00%</u>	<u>60</u>	<u>1</u>
Children's Back Issue Magazine					
Children's Back Issue Magazines	21.62%	48	0.00%	48	1
Children's Current Magazines					
Children's Current Magazines	5.41%	12	0.00%	12	1
Totals:	<u>100.00%</u>	<u>222</u>	<u>0.00%</u>	<u>222</u>	<u>1</u>



Shelving the Library's Collections

TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT **SqFt/**
QTY **UNIT**

TOTAL
SqFt

Book

ADULT/YOUNG ADULT

52,665

8.31

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3,174

Business Reference

Index Table

220

8

1

120

120

90"W x 48"D - two tier (6 Person)

Environmental Collection

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

4,000

8

12

18

216

3'W x 24"D unit w/end panels

Fiction

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

7,500

8

23

18

414

3'W x 24"D unit w/end panels

International Languages

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

1,125

14

2

18

36

3'W x 24"D unit w/end panels

Large Print

36" Aisle DF 90"H Steel Shelving W/ 10 Shelves

1,162

8

5

18

90

3'W x 24"D unit w/end panels

Mysteries

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

3,640

8

11

18

198

3'W x 24"D unit w/end panels

New Books

42" Aisle DF 58"H Bookstore Display Shelving

480

8

2

30

60

3'W x 36"D w/10 angled shelves

New Books (Face Out)

42" Aisle DF 58"H Bookstore Display Shelving

30

1

1

30

30

3'W x 36"D w/10 angled shelves

Non-Fiction

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

25,600

8

77

18

1,386

3'W x 24"D unit w/end panels

Paperbacks

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

1,200

16

2

18

36

3'W x 24"D unit w/end panels

Ready Reference

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves

108

6

2

12

24

3'W x 12"D unit w/end panels & canopy top

Reference

36" Aisle DF 90"H Steel Shelving W/ 12 Shelves

3,200

6

15

18

270

3'W x 24"D unit w/end panels

Reference (Encyclopedias, Directories, Etc.)

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves

200

6

2

18

36

3'W x 24"D unit w/end panels & canopy top



TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
QTY UNIT

TOTAL
SqFt

Book

ADULT/YOUNG ADULT

52,665

8.31

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3,174

Special Books

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves
3'W x 24"D unit w/end panels

3,000

8

9

18

162

Textbooks

36" Aisle SF 78"H Steel Shelving W/ 5 Shelves
3'W x 12"D unit w/end panels

500

8

5

12

60

Young Adult

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves
3'W x 12"D unit w/end panels

700

12

3

12

36

CHILDREN/JUVENILE

20,302

13.7

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960

Children's Easy Readers

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves
3'W x 24"D unit w/end panels & canopy top

2,940

20

5

18

90

Children's Picture Books

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves
3'W x 24"D unit w/end panels & canopy top

3,510

20

10

18

180

Children's Ready Reference

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves
3'W x 12"D unit w/end panels & canopy top

72

8

1

12

12

Children's Reference

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves
3'W x 12"D unit w/end panels & canopy top

480

8

4

12

48

Juvenile Fiction

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves
3'W x 24"D unit w/end panels & canopy top

4,900

13

13

18

234

Juvenile Non-Fiction

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves
3'W x 24"D unit w/end panels & canopy top

8,400

13

22

18

396

Totals for Book:

72,967

9.773

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4,134



TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
QTY UNIT

TOTAL
SqFt

Multimedia

ADULT/YOUNG ADULT

500

25

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24

Young Adult DVD And CD Collection

Compact Disc, CD-ROM & DVD Display Browser

Four extendable drawers 38"w x 20"d x 61"h

500

25

1

24

24

CHILDREN/JUVENILE

1,100

10

--

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80

Video Cassette

Video Cassette DF 66" Shelving Unit W/10 Divider Shelves

3'W x 24"D unit - 28 video cassettes/shelf

1,100

10

4

20

80

COMBINED (ADULT & CHILDREN'S)

9,680

19

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604

Audio Book Cassette

42" Aisle DF 58"H Bookstore Display Shelving

3'W x 36"D w/10 angled shelves

1,200

10

4

30

120

Audio Book CD (CD ROM)

42" Aisle DF 66"H Steel Shelving W/ 10 Shelves

3'W x 24"D unit w/end panels & canopy top

1,200

10

4

20

80

Audio Cassette

Audio Cassette SF 66" Shelving Unit W/ 4 Divider Shelves

3'W x 12"D unit - 56 cassettes / shelf

360

19

2

12

24

Audio Compact Disc (CD)

Compact Disc, CD-ROM & DVD Display Browser

Four extendable drawers 38"w x 20"d x 61"h

1,920

25

4

24

96

DVD

Compact Disc, CD-ROM & DVD Display Browser

Four extendable drawers 38"w x 20"d x 61"h

3,000

25

6

24

144

Video Cassette

42" Aisle DF 66"H Steel Shelving W/ 10 Shelves

3'W x 24"D unit w/end panels & canopy top

2,000

10

7

20

140

Totals for Multimedia:

11,280

18.63

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708



TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT **SqFt/**
QTY **UNIT**

TOTAL
SqFt

Periodical

ADULT/YOUNG ADULT

162

1

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204

Current Magazines

44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves
3'W x 24"D unit w/ flip up sloping shelf & shelf underneath

144

1

8

22

176

Current Newspapers

44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath

9

1

1

14

14

Young Adult Current Magazines

44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath

9

1

1

14

14

CHILDREN/JUVENILE

60

1

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64

Children's Back Issue Magazines

36" Aisle DF 66"H Steel Shelving W/ 8 Shelves
3'W x 24"D unit w/end panels & canopy top

48

1

2

18

36

Children's Current Magazines

44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath

12

1

2

14

28

Totals for Periodical:

222

1

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268



Supercategory Space Allocation

SUPERCATEGORY	NET Assignable Sq. Ft.	NON Assignable Sq. Ft.	Total Gross Sq. Ft.	% of Gross Sq. Ft.
MEETING ROOMS	1,080	360	1,440	6%
READER'S SEATS	3,241	1,080	4,321	19%
SHELVING	5,230	1,743	6,973	30%
SPECIAL PURPOSE	2,856	952	3,808	16%
STAFF WORKSPACE	3,179	1,060	4,239	18%
TECHNOLOGY	1,821	607	2,428	10%
Totals:	17,407	5,802	23,209	100%

Non-Assignable Square Footage @ 25% of Gross



Totals for Item Types

Meeting Rooms

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Chair, Child's Stacking 14"w x 14"d	50	0	0
Chair, Meeting Room - Stacking 25"w x 21"d	90	12	1080
Table, Meeting Room 60"w x 30"d x 29"h - folding	10	0	0



Totals for Item Types

Reader's Seats

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Carrel, Reader's Wood 42" w x 30" d (1 Person) w/ power & data management & task light	4	35	140
Chair, Child's 14" w x 13" d x 10-16" h	18	0	0
Chair, Group Study At table or counter - 21" w x 21" d	20	0	0
Chair, Index Table 21" w x 21" d	6	0	0
Chair, Juvenile 16" w x 16" d x 16-18" h	17	0	0
Chair, Lounge 36" w x 36" d	14	35	490
Chair, Reader's 21" w x 21" d	57	0	0
Stool, Child's 15" w x 15" d	6	0	0
Stool, Child's 15" w x 15" d	2	8	16
Table, Accessible - Adjustable Height (Manual) 48" w x 30" d x 22" - 50" h (1 Person) dual surface	2	40	80
Table, Children's 72" w x 36" d x 21-26" h (6 Person)	3	90	270
Table, Children's Slant Top 78" w x 30" d x 21-26" h (6 Person)	1	90	90
Table, Drum 16" diameter x 15" - 24" h	2	10	20
Table, End 30" w x 30" d x 20" h	5	12	60
Table, Group Study 60" w x 36" d x 29" h (4 Person)	2	150	300
Table, Group Study 60" Diameter x 29" h (4 to 6 Person)	2	155	310
Table, Juvenile 60" w x 36" d x 27" h (4 Person)	4	80	320
Table, Reader's 48" diameter x 29" h (4 Person)	1	80	80
Table, Reader's 72" w x 36" d x 29" h (4 Person)	9	90	810



Totals for Item Types

Reader's Seats

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Table, Reader's 66"w x 36"d x 29"h (4 Person)	3	85	255



Totals for Item Types

Shelving

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3"W x 24"D unit w/end panels & canopy top	12	18	216
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top	40	18	720
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3"W x 24"D unit w/end panels & canopy top	2	18	36
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels	5	18	90
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3"W x 24"D unit w/end panels	15	18	270
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels	136	18	2448
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3"W x 12"D unit w/end panels & canopy top	3	12	36
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3"W x 12"D unit w/end panels & canopy top	17	12	204
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3"W x 12"D unit w/end panels	5	12	60
42" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves	7	30	210
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top	11	20	220
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 3"W x 24"D unit w/ flip up sloping shelf & shelf underneath	8	22	176
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath	2	14	28
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath	2	14	28
Audio Cassette SF 66" Shelving Unit W/ 4 Divider Shelves 3"W x 12"D unit - 56 cassettes / shelf	2	12	24
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"W x 20"D x 61"H	11	24	264
Index Table 90"W x 48"D - two tier (6 Person)	1	120	120
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 3"W x 24"D unit - 28 video cassettes/shelf	4	20	80



Totals for Item Types

Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Art Print	4	0	0
Framed			
Atlas Case	1	25	25
31" w x 25" d x 43" h w/ 5 shelves			
Atlas Case, Child's	1	25	25
32" w x 21" d x 34" h w/ 4 shelves			
Bench (2 Person)	1	15	15
52" w x 22" d x 18" h			
Bench, Lobby (2 Person)	1	0	0
52" w x 22" d x 18" h			
Binding Machine	1	0	0
Book Bin, Depressible	1	0	0
In Circulation Desk			
Book Display Bin	1	50	50
24" d x 42" w x 34" h w/2 bins			
Book Truck	20	10	200
36" w x 24" d			
Bottled Water Dispenser	1	8	8
24" w x 24" d			
Box, Cardboard	39	4	156
In transition or storage			
Bulletin Board	12	0	0
Cabinets, Above Counter (Lockable)	8	0	0
1 linear foot x 24" d			
Cabinets, Below Counter (Lockable)	8	0	0
1 linear foot x 24" d			
Carpet Cleaning Machine	1	5	5
Case, In-Wall Display	2	0	0
Custom built-in, 60" w x 18" d x 72" h, w/ lighting & glass doors			
Case, Merchandise Display	1	35	35
48" w x 21" d x 40" h			
Cash Register	2	0	0
Chair, Lounge	2	35	70
36" w x 36" d			
Chair, Visitor's	1	15	15
Change Machine (Bill & Coin)	1	15	15
Wall-mounted, 12" w x 15" d x 22" h			



Totals for Item Types

Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Cleaning Cart	1	15	15
38" w x 20" d x 38" h			
Clock	8	0	0
Wall-mounted			
Coat & Hat Rack	1	0	0
Coat & Hat Rack	2	20	40
Coffee Maker/Urn	2	0	0
Commode	7	0	0
Rest room			
Compact Disc, CD-ROM & DVD Display Browser	1	24	24
Three extendable drawers 41" w x 20" d x 41" h			
Cutting Board, Kitchen	1	0	0
22" w x 18" d x 1" h			
Diaper Changing Counter	3	0	0
36" w x 18" d			
Dictionary Stand	2	10	20
24" w x 14" d x 43" h w/ 3 shelves			
Dictionary Stand, Child's	1	12	12
24" w x 14" d x 35" h w/ 2 shelves			
Directory	1	0	0
Freestanding w/ changeable letters - 24" w x 25" d x 68" h			
Dolly, Chair	8	15	120
2' w x 3' d w/ 10 - 20 chairs stacked			
Dolly, Table	3	15	45
3' w x 2' d w/ 4 tables per dolly			
Donor Recognition Wall	1	0	0
Drinking Fountain	2	0	0
18" w x 19" d x 24" h - Built-in			
File Cabinet, Lateral (Four Drawer)	7	20	140
36" w x 18" d x 52" h			
File Cabinet, Lateral (Two Drawer)	2	20	40
36" w x 18" d x 28" h			
File Cabinet, Vertical (Four Drawer)	7	14	98
18" w x 29" d x 52" h			
First Aid Kit	2	0	0
10" w x 3" d x 10" h - Wall-mounted			
Flat File	1	40	40
54" w x 42" d x 36" h - 10 drawers for posters, maps, paper			
Garbage Bin, Interior	3	15	45



Totals for Item Types

Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Hand Dryer	4	0	0
12" w x 7" d x 10" h - wall-mounted			
Hand Truck	1	4	4
23" w x 18" d x 51" h			
Hot Water Urn	1	0	0
In & Out Board	2	0	0
Staff location			
Key Cabinet	2	0	0
12" w x 5" d x 16" h			
Kitchen Unit	1	25	25
52" w x 26" d x 84" h w/ sink, 2 stove top burners & refrigerator			
Label Maker	1	0	0
5" w x 8" d x 4" h			
Ladder, Extension	1	0	0
22" w x 55"-156" h - Wall-mounted			
Ladder, Step	1	2	2
Lamp, Table	2	0	0
Locker	8	5	40
Unit 12" w x 12" d x 62" h (Three 20" h lockers)			
Mail Boxes, Staff	1	30	30
72" w x 16" d x 32" h - 24 slots per unit w/ counter			
Mail Delivery Cart	1	20	20
20" w x 60" d x 40" h			
Map Case	1	35	35
54" w x 42" d x 36" h w/ 10 drawers for 120 maps			
Microwave Oven	1	0	0
30" w x 14" d x 16" h - countertop or under cabinet			
Mirror	4	0	0
Full length			
Mirror, With Shelf	4	0	0
Above counter			
Mop Bucket	1	4	4
20" w x 18" d - On casters w/ mop wringer			
Paper Cup Dispenser	2	0	0
3" diameter x 18" h - Wall-mounted			
Paper Cutter	1	0	0
Paper Shredder	1	0	0
20" w x 18" d x 33" h			



Totals for Item Types

Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Paper Towel Dispenser	6	0	0
Wall-mounted			
Planter, Square	2	0	0
24" square			
Postage Meter/Scale	1	0	0
Preparation Counter	1	35	35
5'w x 30"d - against wall			
Preparation Counter	1	40	40
6'w x 30"d - against wall			
Preparation Counter	1	55	55
8'w x 30"d - against wall			
Presentation Center	1	0	0
48" w x 36" h w/ marker board, tack board, & flip chart			
Queuing Space (Per Person)	14	6	84
Rack, Literature Display Handout	2	0	0
Wall-mounted			
Recycling Bin	8	15	120
Safe, Floor	1	0	0
12" w x 14" d x 21" h			
Shelving, DF 58" h Bookstore Display	5	30	150
42" aisles - 3' w x 36" d w/10 angled shelves, wood			
Shelving, Industrial	6	15	90
SF 36" w x 24" d x 84" h steel w/ 6 shelves			
Shelving, SF 58" h Bookstore Display	8	21	168
36" aisles - 3' w x 20" d w/5 angled shelves, wood			
Sign, Announcement	1	0	0
Wall-hung			
Sink	3	18	54
36" w x 24" d - In counter			
Sink And Counter	4	0	0
Rest room			
Sink, Mop	1	6	6
Soap Dispenser	6	0	0
5' w x 4' d x 10" h - Wall-mounted			
Stall	5	0	0
Rest room			
Stamp Machine, Postal	1	0	0
Coin Operated - wall-mounted			



Totals for Item Types

Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Stool, Kick-Step	10	0	0
Storage Cabinet 36"w x 18"d x 65"h	10	18	180
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Storage Cage	1	150	150
Storage Rack, Building Supply 48"w x 45"d x 72"h - freestanding single sided unit for light bulbs, lumber, pipes, etc.	1	20	20
Supply Cabinet 36"w x 30"d	1	18	18
Table, Display 60"w x 30"d	1	50	50
Tool Box	1	0	0
Typewriter, Electric 22"w x 18"d x 8"h	2	0	0
Umbrella Stand 12" diameter x 25"h	1	0	0
Urinal	2	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Vacuum Cleaner, Wet "Shop" 22" diameter x 28"h	1	10	10
Waste Basket 13"w x 15"d x 15"h	45	4	180
White Board 3' x 6' - erasable marker board	9	0	0



Totals for Item Types

Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Cabinets, Above Counter 1 linear foot x 24"d	52	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24" d	11	0	0
Cabinets, Below Counter 1 linear foot x 24"d	24	0	0
Cabinets, Full Height (Lockable) 1 linear foot x 24" d	4	5	20
Chair, Café	8	0	0
Chair, Conference Room At conference table - 26"w x 28"d	10	0	0
Chair, Library Director's High back high quality	1	0	0
Chair, Professional's Low back high quality with casters	2	0	0
Chair, Staff Lounge 36"w x 36"d	2	35	70
Chair, Task Low back mid-quality with casters 25"w x 25"d	29	0	0
Chair, Visitor's	6	15	90
Credenza 60"w x 24"d x 30"h	4	25	100
Credenza 66"w x 24"d x 30"h	1	28	28
Desk, Clerical 60"w x 30"d	2	55	110
Desk, Department Head's 66"w x 36"d	1	65	65
Desk, Professional 66"w x 30"d	3	60	180
Desk, Volunteer's 60"w x 30"d	1	55	55
Mat, Anti-fatigue	3	0	0
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12'd unit	2	12	24
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14'd unit	6	14	84
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12'd unit	31	12	372



Totals for Item Types

Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Stool	3	0	0
Table, Café Staff (4) - 36" diameter	2	65	130
Table, Conference Staff (8 to 10) - 120" w x 48" d x 29" h	1	225	225
Table, End 30" w x 30" d x 20" h	2	12	24
Table, Work 60" w x 36" d x 29" h (1 to 2 Person)	1	100	100
Typewriter Stand	1	20	20
Workbench, Custodial 1 linear foot x 30" d	6	7	42
Workstation, Acquisitions Office System 6' x 8' modular panels 60" h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Administrative Asst. Office System 6' x 8' modular panels 60" h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Archival Counter 8' w x 30" d - against wall	1	55	55
Workstation, AV Office System 6' x 8' modular panels 60" h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Bookstore Service Counter 4' w x 30" d w/ 5' behind desk & 3.5' in front	1	45	45
Workstation, Children's Counter 6' w x 30" d - against wall	1	45	45
Workstation, Children's Desk 5' w x 30" d w/ 7' behind desk & 3.5' in front	2	65	130
Workstation, Children's Office System 6' x 8' modular panels 60" h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Circulation Check-In Counter 6' w x 30" d - against wall	2	40	80
Workstation, Circulation Check-Out Desk 6' w x 30" d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Clerical Counter 6' w x 30" d - against wall	1	40	40



Totals for Item Types

Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Workstation, Computer Technician's Counter 5'w x 30'd - against wall	1	35	35
Workstation, Food Preparation Counter 6'w x 30'd - against wall	1	40	40
Workstation, Inter-Library Loan Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Mail Check-In & Sorting Counter 8'w x 30'd - against wall	1	55	55
Workstation, Mending Counter 6'w x 30'd - against wall	1	40	40
Workstation, Periodicals Counter 6'w x 30'd - against wall	1	40	40
Workstation, Processing Counter 6'w x 30'd - against wall	1	40	40
Workstation, Reference Desk 6'w x 30'd w/ 7' behind desk & 3.5' in front	2	80	160
Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Sorting Counter 6'w x 30'd - against wall	1	40	40
Workstation, Volunteer's Counter 8'w x 30'd - against wall	1	55	55



Totals for Item Types

Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	3	0	0
ADA Alternate Mouse/ Trackball	3	0	0
ADA Automatic Page Turner	2	0	0
ADA Screen Magnifier Attachment Attaches to monitor	3	0	0
ADA Touch Screen Monitor Attaches to the monitor	2	0	0
Audio Teleconferencing System Audio only - 13"w x 12"d x 2"h	1	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Bar Code Reader, Fixed Mount	3	0	0
Bar Code Reader, Hand-Held	3	0	0
Chair, Technology Workstation 21"w x 21"d	32	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Computer Server, Mini (CPU) Rack-mounted - 24"w x 30"d x 30"h	5	0	0
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	4	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat panel monitor	30	0	0
Computer, Staff Desktop CPU, mouse & keyboard, w/15" flat panel monitor	20	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	2	50	100
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Disc Drive (External) Rack-mount - 16"w x 30"d x 30"h	1	0	0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0



Totals for Item Types

Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
FAX Machine, Desktop 30"w x 17"d x 21"h	2	0	0
FAX Machine, Desktop Card-Operated 18"w x 17"d x 13"h	1	0	0
Fax Stand 24"w x 16"d x 28"h	1	20	20
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
Headphone, AV	20	0	0
Hub	1	0	0
Microfilm Reader/Printer 48"w x 43"d x 53"h with stand	1	40	40
Print Release Station 15" Touch Screen Monitor with High Speed Laser Printer	4	0	0
Printer Stand 24"w x 16"d x 28"h	1	20	20
Printer, Ink-Jet (B&W)	8	0	0
Printer, Label	1	0	0
Printer, Laser (B&W)	10	0	0
Printer, Receipt	4	0	0
Privacy Screen, Desktop Computer	16	0	0
Projection Screen, Motorized Ceiling Front projection	2	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	2	0	0
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Router	1	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0
Scanner, Flat	4	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	2	0	0
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	1	0	0



Totals for Item Types

Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Security System Book Resensitizer	2	0	0
Hand-held non-electric unit 5.5"w x 3"d x 3.5"h			
Security System Desensitizer/Resensitizer	1	0	0
Counter unit w/audible signal 20"w x 18"d x 7.5"h AC			
Security System Gates, Inventory Control	1	0	0
Three gates (two corridors) 83"w x 26"d x 70"h			
Security System Media Resensitizer	1	0	0
Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h			
Self Check-Out Counter	1	30	30
4"w x 30"d - against wall			
Self Check-Out Machine	1	0	0
25"w x 29"d x 27"h - counter top unit			
Switch	1	0	0
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel	4	30	120
36"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel	16	40	640
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	3	45	135
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Counter	7	30	210
41"w x 30"d (1 Person) sit-down - against wall w/ power & data management			
Technology Counter	8	35	280
51"w x 30"d (1 Person) sit-down - against wall w/ power & data management			
Telecommunications Backboard	2	28	56
8"w x 8"h wall-mounted fire-rated plywood			
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Rack mounted or desktop			
Telephone Central Station	1	0	0
Telephone Handset	23	0	0
TV Monitor, 15" Flat Panel Plasma Display	1	0	0
Video monitor, LCD flat panel			
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10
Floor mount - 12"w x 24"d x 72"h			
Vendor Card Encoder/Dispenser	1	0	0
Wall-mount			



Totals for Item Types

Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Video Cassette Player/Recorder 16" w x 11" d x 4" h	1	0	0
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25



Spatial Relationships for all Library Divisions

Administration

The Administration Division needs to be accessible to the public so it should be in the proximity of the Public Entrance and Lobby. Administration should also be located in proximity of the Staff Workroom and Staff Entrance and Lobby.

PROXIMITY:

Library Entrance
Circulation Services

Audio-Visual Library

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:

Circulation Services

CLOSE:

Children's Library
Library Entrance

Browsing

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from, and close, to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Circulation Services

CLOSE:

Audio-Visual Library
Children's Library
Library Entrance
Fiction Collection



Children's Library

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very close to the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing Area and the AV Collection. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library
Browsing
Circulation Services

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

Circulation Services

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library
Browsing
Children's Library
Young Adult Services

PROXIMITY:

Administration
Fiction Collection
General Building Services
Periodicals Collection

Fiction Collection

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area. It should be located close to the other adult circulating collections.

CLOSE:

Non-Fiction Collection

PROXIMITY:

Library Entrance
Reference Services
Non-Fiction Collection



General Building Services

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this Division will be best located in the back-of-the-house areas of the library.

PROXIMITY:

Staff Workroom
Staff Spaces

AWAY:

Public Areas

Homework Center

The Homework Center should be close to the Technology Area of the Reference Services Division and in close proximity to the Reference Desk. It should be adjacent to the Young Adult Services Area.

ADJACENT:

Young Adult Services

CLOSE:

Reference (Technology Area)

Library Entrance

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library, the Friends' Bokstore or the Multipurpose Room. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

ADJACENT:

Circulation Services
Multipurpose Room

CLOSE:

Audio-Visual Library
Browsing
Children's Library

Non-Fiction Collection

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services Division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Technology Area before heading for the Non-Fiction Collection. OPACs should also be available in the Non-Fiction Area.

CLOSE:

Reference Services

PROXIMITY:

Fiction Collection

AWAY:

Children's Library



Periodicals Collection

The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to a Copy Center is desirable.

PROXIMITY:

Copy Center

Public Meeting Rooms

The major spatial relationship of this division is to the Library Entrance Division. Since the Public Meeting Room Complex may be open when the rest of the library is closed, access must be provided through the main lobby to the Multipurpose Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance
Children's Library

Reference Services

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly from the Public Entrance to the Library.

The Reference Services Division should also be close to the Special Collections so that reference staff can assist patrons who need to access this collection.

Young Adult Services Division should be in the proximity so that young adults can begin to use reference materials. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE:

Non-Fiction Collection

PROXIMITY:

Audio-Visual Library
Special Collections
Young Adult Services

AWAY:

Children's Library



Special Collections

The major spatial relationship for the Special Collection is that it be close to the Reference Services Division. Reference Staff will supervise the use of and provide assistance with the use of the collections. It should also be in close proximity to Study/Tutoring Room C which will be used as a reading and multimedia room for the use of these collections.

CLOSE:

Reference Services

PROXIMITY:

Study/Tutoring Room C

Young Adult Services

The Young Adult Services Division should be very adjacent to the Technology Area and to the Las Virgenes Unified School District Joint Use Homework Center. It should be close to the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons in Reference who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

Homework Center

Technology Area

PROXIMITY:

Reference Services

AWAY:

Children's Library



Spatial Relationships

for each Library Space

Division Name

Space Name

Description/Detail Data

ADMINISTRATION

Administrative Services Office

The Administrative Services Office must be adjacent to the Reception and Support Services Area and the Staff Meeting Room. It should be close to the other professional offices and in the proximity of both the Staff Workroom and Rest Room.

ADJACENT:

Reception and Support Services Area
Staff Meeting Room

CLOSE:

Public Services Librarian
City Librarian's Office

PROXIMITY:

Staff Workroom
Staff Rest Rooms

Children's Office

The Children's Office must be adjacent to the Reception and Support Services Area. It should be close to the other professional offices and the Staff Meeting Room.

ADJACENT:

Reception and Support Services Area

CLOSE:

Administrative Services Office
City Librarian's Office
Public Services Librarian's Office
Staff Meeting Room



Division Name

Space Name

Description/Detail Data

ADMINISTRATION

City Librarian's Office

The City Librarian's Office must be adjacent to the Reception and Support Services Area and the Staff Meeting Room. There should be a door from this office into the Staff Meeting Room which can be a secondary exit for the City Librarian. The City Librarian's Office should be close to the other professional offices and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the City Librarian's Office without going through any back-of-house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Reception and Support Services Area
Staff Meeting Room

CLOSE:

Administrative Services Office
Public Services Office

PROXIMITY:

Staff Workroom
Staff Rest Rooms

Public Services Librarian

The Public Services Librarian's Office must be adjacent to the Reception and Support Services Area. It should be close to the other professional offices and the Staff Meeting Room.

ADJACENT:

Reception and Support Services Area

CLOSE:

Administrative Services Office
City Librarian's Office
Children's Office
Staff Meeting Room



Division Name

Space Name

Description/Detail Data

ADMINISTRATION

Reception and Support Services Area

This space should be adjacent to the City Librarian's Office, the Storage/Supply Room and the other professional offices. It should be adjacent to the Staff Meeting Room to provide assistance during meetings.

Patrons and visitors should be able to access the Reception and Support Services Area without going through any back-of-house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

- Administrative Services Office
- City Librarian's Office
- Children's Office
- Staff Meeting Room
- Public Services Librarian's Office

PROXIMITY:

- Staff Workroom
- Staff Rest Rooms

Staff Meeting Room

The Staff Meeting Room must be adjacent to the City Librarian's Office. It should also be close to the Reception and Support Services Area.

ADJACENT:

- City Librarian's Office

CLOSE:

- Reception and Support Services Area

AUDIO-VISUAL LIBRARY

AV Collection & Seating

This space should be just off the main traffic path from the Public Entrance and Circulation Desk into the library. The AV Collection Area should be visible from the Children's Library and very close to the New Book Display Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

- Circulation Desk
- Public Entrance & Lobby

CLOSE:

- Children's Entrance (Interior)

PROXIMITY:

- Young Adult Services Area



Division Name

Space Name

Description/Detail Data

BROWSING

New Book Display

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

Circulation Desk

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating

CHILDREN'S LIBRARY

Children's Collection & Seating

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's Desk

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Children's Technology Center
Family Rest Room

Children's Desk

The Children's Desk must be visible from the Entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Technology Center, Reference, Juvenile, and Children's Collection and Seating Areas. The Family Rest Room is also supervised from the Children's Desk.

ADJACENT:

Children's Entrance (Interior)
Children's Technology Center
Children's Reference Collection

CLOSE:

Children's Collection & Seating

PROXIMITY:

Family Rest Room
Juvenile Collection & Seating



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Children's Entrance (Interior)

When children enter the Children's Library, the Children's Desk and Technology Center should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Family Rest Rooms must be in proximity and easy to locate.

ADJACENT:

Children's Desk
Children's Technology Center

CLOSE:

AV Collection & Seating
Circulation Desk
Family Rest Rooms
New Book Display
Public Entrance & Lobby

AWAY:

Reference Collection & Seating
Young Adult Services Area

Children's Reference Collection

The Children's Reference Collection should be close to the Juvenile Collection and Seating Area and the Children's Collection and Seating Area so that there will be convenient seating located nearby.

CLOSE:

Children's Collection and Seating Area
Juvenile Collection and Seating Area

Children's Technology Center

The Children's Technology Center should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

CLOSE:

Children's Desk
Children's Entrance (Interior)
Children's Reference Collection
Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Family Rest Rooms



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Family Rest Rooms

The Family Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Family Rest Room is exclusively for children and for parents accompanying children.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

All Other Spaces in the Children's Library

PROXIMITY:

Circulation Desk

Juvenile Collection & Seating

The Juvenile Collection and Seating Area should be close to the Children's Technology Center since children of this age will be able to use them unassisted. It should be in the proximity of the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance.

CLOSE:

Children's Technology Center

PROXIMITY:

Children's Desk

Children's Reference Collection

CIRCULATION SERVICES

Circulation Desk

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Staff Workroom, and close to the Book Return Room and the Copy Center. It should be close to the AV Collection and Seating, New Book Display Area, and the Children's Entrance.

ADJACENT:

Public Entrance & Lobby

Staff Workroom

CLOSE:

AV Collection & Seating

Children's Entrance (Interior)

New Book Display

PROXIMITY:

Public Rest Rooms

Young Adult Collection & Seating



Division Name

Space Name

Description/Detail Data

CIRCULATION SERVICES

Computer/Telecommunications Room

This space must be in a secured non-public area. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

Staff Entrance & Lobby

The Staff Entrance should be close to the Staff Workroom and the Staff Lounge. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

CLOSE:

General Storage
Staff Workroom

PROXIMITY:

Staff Lounge

Staff Lounge

The Staff Lounge should be adjacent to the Staff Rest Room which should not open directly into the Staff Lounge. The Staff Lounge should be adjacent to the Staff Workroom and in the proximity of the Staff Entrance and the Custodial Workroom.

CLOSE::

Staff Rest Rooms
Staff Workroom

PROXIMITY:

Custodial Workroom
Staff Entrance

Staff Rest Rooms

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the lounge. These rest rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Sink and Supply Closet.

ADJACENT:

Staff Lounge
Staff Workroom

CLOSE:

Custodial Sink & Supply Closet



Division Name

Space Name

Description/Detail Data

CIRCULATION SERVICES

Staff Workroom

The Circulation Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between these spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill in if a line starts to form at the Desk.

ADJACENT:

Circulation Desk
General Storage

CLOSE:

Staff Entrance
Staff Lounge
Staff Rest Rooms

PROXIMITY:

City Librarian's Office
Children's Office
Public Service Librarian's Office
Administrative Services Office

FICTION COLLECTION

Fiction Collection & Seating

The Fiction Collection and Seating Area should be located close to the Reference Desk and the other circulating collections.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low, and is located in a well-lighted area.

CLOSE:

Non-Fiction Collection and Seating
Reference Desk

PROXIMITY:

Technology Area
Public Entrance & Lobby



Division Name

Space Name

Description/Detail Data

GENERAL BUILDING SERVICES

Custodial Workroom

The Workroom should be adjacent to the Staff Entrance and in the proximity of the General Library Storage Room, and the Staff Workroom.

ADJACENT:

Staff Entrance

CLOSE:

Rest Rooms

PROXIMITY:

Staff Workroom

General Library Storage Room

Staff Lounge

General Library Storage Room

This area should be close to the Service or Staff Entrance. It should be easily accessible to the Staff Workroom and the Circulation Desk.

CLOSE:

Service Entrance or Staff Entrance

Staff Workroom

Volunteers' Workroom and Storage Area

The Volunteers' Workroom and Storage Area needs to be as close as possible to the Friends' Bookstore to facilitate the Friends' work as they move donations from the sorting area to the shelves in the bookstore.

ADJACENT:

Friends' Bookstore

HOMEWORK CENTER

Homework Center

This Homework Center should be near the Young Adult Services Area and the Technology Area. It should be in proximity to the Reference Desk and Study/Tutoring Rooms.

CLOSE:

Young Adult Services Area

Technology Area

PROXIMITY:

Reference Desk

Study/Tutoring Rooms



Division Name

Space Name

Description/Detail Data

LIBRARY ENTRANCE

Friends' Bookstore

The Friends' Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. A close proximity to the Volunteers' Workroom and Storage Area would help volunteers moving book trucks and boxes as they replenish the bookstore stock.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Multipurpose Room

Volunteers' Workroom and Storage Area

Public Entrance & Lobby

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Multipurpose Room, Friends' Bookstore, and Public Rest Rooms should all be accessible from the Lobby.

ADJACENT:

Circulation Desk

Multipurpose Room

Public Rest Rooms

Friends' Bookstore

CLOSE:

AV Collection & Seating

Children's Entrance (Interior)

New Book Display

AWAY:

Staff Entrance

Public Rest Rooms

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Circulation Desk

Custodial Sink & Supply Closet

Multipurpose Room

Friends' Bookstore



Division Name

Space Name

Description/Detail Data

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The Non-Fiction Collection and Seating Area should be close to the Reference Desk and the Special Collections Area. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from any potential noise from the Children's Library.

CLOSE:

Reference Desk

PROXIMITY:

Copy Center

Fiction Collection & Seating

Reference Collection & Seating

Special Collections

AWAY:

Children's Library

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure.

PROXIMITY:

Copy Center

PUBLIC MEETING ROOMS

AV, Chair & Table Storage Room

This room must be adjacent to the Multipurpose Room so that equipment can be moved back and forth easily.

ADJACENT:

Multipurpose Room

Multipurpose Room

The Multipurpose Room should be easily accessible from the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms.

ADJACENT:

AV, Chair & Table Storage Room

Children's Library

Public Entrance & Lobby

CLOSE:

Public Rest Rooms



Division Name

Space Name

Description/Detail Data

REFERENCE SERVICES

Copy Center

Staff at the Reference Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:

Reference Collection & Seating
Current Magazine & Newspaper Display & Seating
Non-Fiction Collection & Seating

Reference Collection & Seating

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the Technology Center and the Copy Center.

ADJACENT:

Reference Desk

CLOSE:

Copy Center
Technology Area

PROXIMITY:

Non-Fiction Collection & Seating

AWAY:

Children's Library

Reference Desk

The Reference Desk is the hub of the Reference Division and should be a predominant, easily identifiable feature. It must be adjacent to the Technology Area and the Reference Collection for supervision and to provide assistance. The Desk should also be close to the Homework Center, Non-Fiction Collections and the Study/Tutoring Rooms. It should be in close proximity to the Young Adult Services Area, Fiction Collection, Special Collections, and the Current Magazine and Newspaper Display and Seating Area.

ADJACENT:

Reference Collection & Seating
Technology Area

CLOSE:

Homework Center
Non-Fiction Collection & Seating
Study/Tutoring Rooms

PROXIMITY:

Fiction Collection & Seating
Current Magazine and Newspaper Display and Seating Area
Special Collections
Young Adult Services Area

AWAY:

Children's Library



Division Name

Space Name

Description/Detail Data

REFERENCE SERVICES

Study/Tutoring Room A

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Circulation Desk.

CLOSE:

Reference Desk
Circulation Desk
Study/Tutoring Room B
Study/Tutoring Room D

Study/Tutoring Room B

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Circulation Desk.

CLOSE:

Reference Desk
Circulation Desk
Study/Tutoring Room A
Study/Tutoring Room D

Study/Tutoring Room C

This room should be located in a prominent area with relatively high foot traffic. It should be located adjacent to the Special Collections Area so that it can be used as a reading room for these collections as well. It should be visible from the Reference Desk.

CLOSE:

Reference Desk
Special Collections

Study/Tutoring Room D

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Circulation Desk.

CLOSE:

Reference Desk
Circulation Desk
Study/Tutoring Room A
Study/Tutoring Room B



Division Name

Space Name

Description/Detail Data

REFERENCE SERVICES

Technology Area

The Technology Area must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. It should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

CLOSE:

Homework Center
Non-Fiction Collection & Seating
Reference Collection & Seating
Reference Desk
Young Adult Services Area

SPECIAL COLLECTIONS

Special Collections Area

This room could be located in an area with relatively low foot traffic but it should be visible from the Reference Desk. Study/Tutoring Room C must be located adjacent or relatively close to the Special Collections Area in order to serve as a reading room.

CLOSE:

Reference Desk
Study/Tutoring Room C

YOUNG ADULT SERVICES

Young Adult Services Area

This area should be near the Homework Center and the Technology Area. It should be in proximity to the Reference Desk and Study/Tutoring Rooms.

CLOSE:

Homework Center
Technology Area

PROXIMITY:

Reference Desk
Study/Tutoring Rooms



Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
ADMINISTRATION	1,117	6%
AUDIO-VISUAL LIBRARY	668	4%
BROWSING	414	2%
CHILDREN'S LIBRARY	2,330	13%
CIRCULATION SERVICES	2,320	13%
FICTION COLLECTION	858	5%
GENERAL BUILDING SERVICES	1,099	6%
HOMEWORK CENTER	524	3%
LIBRARY ENTRANCE	491	3%
NON-FICTION COLLECTION	1,964	11%
PERIODICALS COLLECTION	428	2%
PUBLIC MEETING ROOMS	1,381	8%
REFERENCE SERVICES	2,683	15%
SPECIAL COLLECTIONS	508	3%
YOUNG ADULT SERVICES	622	4%
<hr/>		
Net Assignable Square Footage:	17,407	100%
<hr/>		
Non-Assignable Square Footage (@ 25% of Gross):	5,802	
<hr/>		
Gross Square Footage:	23,209	



Library Space Sq. Ft. Summary

<u>LIBRARY DIVISION</u>	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.
<u>ADMINISTRATION</u>		<u>1,117</u>
Administrative Services Office	152	
Children's Office	152	
City Librarian's Office	172	
Public Services Librarian	152	
Reception and Support Services Area	232	
Staff Meeting Room	257	
<u>AUDIO-VISUAL LIBRARY</u>		<u>668</u>
AV Collection & Seating	668	
<u>BROWSING</u>		<u>414</u>
New Book Display	414	
<u>CHILDREN'S LIBRARY</u>		<u>2,330</u>
Children's Collection & Seating	634	
Children's Desk	204	
Children's Entrance (Interior)	N/A	
Children's Reference Collection	99	
Children's Technology Center	255	
Family Rest Room	N/A	
Juvenile Collection & Seating	1,138	
<u>CIRCULATION SERVICES</u>		<u>2,320</u>
Circulation Desk	521	
Computer/Telecommunications Room	221	
Staff Entrance & Lobby	N/A	
Staff Lounge	377	
Staff Rest Rooms	N/A	
Staff Workroom	1,201	
<u>FICTION COLLECTION</u>		<u>858</u>
Fiction Collection & Seating	858	
<u>GENERAL BUILDING SERVICES</u>		<u>1,099</u>



<u>LIBRARY DIVISION</u>	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.
<u>GENERAL BUILDING SERVICES</u>		<u>1,099</u>
Custodial Workroom	284	
General Library Storage Room	318	
Volunteers' Workroom and Storage Area	497	
<u>HOMEWORK CENTER</u>		<u>524</u>
Homework Center	524	
<u>LIBRARY ENTRANCE</u>		<u>491</u>
Friends' Bookstore	491	
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	
<u>NON-FICTION COLLECTION</u>		<u>1,964</u>
Non-Fiction Collection & Seating	1,964	
<u>PERIODICALS COLLECTION</u>		<u>428</u>
Current Magazine & Newspaper Display & Seating	428	
<u>PUBLIC MEETING ROOMS</u>		<u>1,381</u>
AV, Chair & Table Storage Room	301	
Multipurpose Room	1,080	
<u>REFERENCE SERVICES</u>		<u>2,683</u>
Copy Center	199	
Reference Collection & Seating	779	
Reference Desk	261	
Study/Tutoring Room A	159	
Study/Tutoring Room B	154	
Study/Tutoring Room C	274	
Study/Tutoring Room D	159	
Technology Area	698	
<u>SPECIAL COLLECTIONS</u>		<u>508</u>
Special Collections Area	508	
<u>YOUNG ADULT SERVICES</u>		<u>622</u>
Young Adult Services Area	622	



LIBRARY DIVISION

Space Name

Space
Sq. Ft.DIVISION
Sq. Ft.**Net Assignable Square Footage:****17,407**

Non-Assignable Square Footage (@ 25% of Gross):

5,802

Gross Square Footage:**23,209**

FUNCTIONAL ACTIVITY

The primary function of the Administration Division is to provide offices for the library administration to perform its duties in planning and implementing the library's service program. In addition to the City Librarian, there will be offices for professional and administrative support staff to assist with the operation of the library and for regional staff of the library service provider. A Staff Meeting Room will serve as an administrative conference room for staff meetings.

SPATIAL RELATIONSHIPS

The Administration Division needs to be accessible to the public so it should be in the proximity of the Public Entrance and Lobby. Administration should also be located in proximity of the Staff Workroom and Staff Entrance and Lobby.

PROXIMITY:

Library Entrance
Circulation Services

DIVISION SPACE SUMMARY		Sq. Ft.
Administrative Services Office		152
Children's Office		152
City Librarian's Office		172
Public Services Librarian		152
Reception and Support Services Area		232
Staff Meeting Room		257
TOTAL:		1,117



Functional Activity

This office will be assigned to the regional administrator for the library service provider.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The Administrative Services Office must be adjacent to the Reception and Support Services Area and the Staff Meeting Room. It should be close to the other professional offices and in the proximity of both the Staff Workroom and Rest Room.

ADJACENT:

Reception and Support Services Area
Staff Meeting Room

CLOSE:

Public Services Librarian
City Librarian's Office

PROXIMITY:

Staff Workroom
Staff Rest Rooms

Flexibility

This office will be assigned to the regional administrator for the library service provider. Should the library staff expand to include an Assistant City Librarian, this office could serve as an office for that position.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The Administrative Services Office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering w/ acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Administrative Services Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during



heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable with task lights provided on the desk. Utilize occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Security

This is a staff office which requires a mechanical lock and key or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Administrative Services") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Visitor's	1	15	15
Computer, Staff Desktop CPU, mouse & keyboard, w/15" flat panel monitor	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Professional 66"w x 30"d	1	60	60
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Shelving, SF 84"h Wood W/ 6 Shelves 3"w x 14"d unit	2	14	28
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 4' – erasable marker board	1	0	0



Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The Children's Office must be adjacent to the Reception and Support Services Area. It should be close to the other professional offices and the Staff Meeting Room.

ADJACENT:

Reception and Support Services Area

CLOSE:

Administrative Services Office
City Librarian's Office
Public Services Librarian's Office
Staff Meeting Room

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The Children's Librarian's Office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering w/ acoustical panels for sound absorption; Vinyl or carpet cove base

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Children's Librarian's Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-



cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable. Utilize occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Audio - Visual

This space does not have any audio-visual requirements.

Security

This is a staff office which requires a mechanical lock and key or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Children's Office") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	1	10	10
Chair, Visitor's	1	15	15
Computer, Staff Desktop CPU, mouse & keyboard, w/15" flat panel monitor	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Professional 66"w x 30"d	1	60	60
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	12	24
Waste Basket 13"w x 15"d x 15"h	1	4	4



Functional Activity

The City Librarian's Office is where the library's programs and services are planned, managed, and analyzed. This office will provide a private space where staff and the public can discuss confidential issues.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The City Librarian's Office must be adjacent to the Reception and Support Services Area and the Staff Meeting Room. There should be a door from this office into the Staff Meeting Room which can be a secondary exit for the City Librarian. The City Librarian's Office should be close to the other professional offices and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the City Librarian's Office without going through any back-of-house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Reception and Support Services Area
Staff Meeting Room

CLOSE:

Administrative Services Office
Public Services Office

PROXIMITY:

Staff Workroom
Staff Rest Rooms

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The City Librarian's Office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering w/ acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The City Librarian's Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area. Utilize occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Security

This is a staff office which requires a mechanical lock and key or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Library Director" or "City Librarian") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Art Print	2	0	0
Framed			
Bulletin Board	1	0	0
Chair, Library Director's	1	0	0
High back high quality			
Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0
CPU, mouse & keyboard, w/15" flat panel monitor			
Credenza	1	25	25
60"w x 24"d x 30"h			
Desk, Department Head's	1	65	65
66"w x 36"d			
File Cabinet, Lateral (Four Drawer)	1	20	20



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36"w x 18"d x 52"h			
Printer, Laser (B&W)	1	0	0
Shelving, SF 84"h Wood W/ 6 Shelves	2	14	28
3"w x 14"d unit			
Telephone Handset	1	0	0
Waste Basket	1	4	4
13"w x 15"d x 15"h			



Functional Activity

This office will serve as a private office for the Head of Public Services (Circulation and Reference) for the library.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The Public Services Librarian's Office must be adjacent to the Reception and Support Services Area. It should be close to the other professional offices and the Staff Meeting Room.

ADJACENT:

Reception and Support Services Area

CLOSE:

Administrative Services Office
City Librarian's Office
Children's Office
Staff Meeting Room

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The Public Service Librarian's Office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering
w/ acoustical panels for sound absorption; Vinyl or carpet cove base

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Public Service Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.



Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable. Utilize occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Security

This is a staff office which requires a mechanical lock and key or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Public Services Librarian") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Visitor's	1	15	15
Computer, Staff Desktop CPU, mouse & keyboard, w/15" flat panel monitor	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Professional 66"w x 30"d	1	60	60
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Shelving, SF 84"h Wood W/ 6 Shelves 3"w x 14"d unit	2	14	28
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4



Functional Activity

This area houses a small reception area and the workstation for the administrative support staff, a printer for the librarians' workstations, and a FAX machine.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Relationships

This space should be adjacent to the City Librarian's Office, the Storage/Supply Room and the other professional offices. It should be adjacent to the Staff Meeting Room to provide assistance during meetings.

Patrons and visitors should be able to access the Reception and Support Services Area without going through any back-of-house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Administrative Services Office
City Librarian's Office
Children's Office
Staff Meeting Room
Public Services Librarian's Office

PROXIMITY:

Staff Workroom
Staff Rest Rooms

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

Finishes should reflect a professional atmosphere. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended), Vinyl or Fabric wall covering;
Vinyl or carpet cove base; Tackable surfaces

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Reception and Support Services Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Acoustics

This area should be as sound proof as possible so that conversations do not carry outside the room. Ceiling tile must have a high sound isolation rating, and other sources of sound



penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets will meet the criteria outlined on Page 7-11 of the General Requirements Chapter.

Security

This is a staff office which requires a mechanical lock and key or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Library Offices" or "Library Administration") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor, and along work counters at no less than 4-foot intervals. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Chair, Visitor's	1	15	15
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h	1	0	0
Fax Stand 24"w x 16"d x 28"h	1	20	20
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28
In & Out Board	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Staff location			
Printer, Laser (B&W)	1	0	0
Recycling Bin	1	15	15
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12"d unit	2	12	24
Storage Cabinet 36"w x 18"d x 65"h	2	18	36
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4
Workstation, Administrative Asst. Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Clerical Counter 6'w x 30"d - against wall	1	40	40



Functional Activity

The City Librarian and administrative staff will use this room as a meeting room for administrative staff meetings, planning work sessions, the library's governing board, interviews and administrative projects.

Occupancy

STAFF MEETING SEATS: 10

Relationships

The Staff Meeting Room must be adjacent to the City Librarian's Office. It should also be close to the Reception and Support Services Area.

ADJACENT:

City Librarian's Office

CLOSE:

Reception and Support Services Area

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

The Staff Meeting Room should have high-quality finishes and materials. The walls and carpet will not have the heavy use of public areas, but still must maintain a quality appearance after many years of normal use.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track;

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Staff Meeting Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space to accommodate an individual in a wheel chair who would like to attend a meeting in the Staff Meeting Room.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Sound should be controlled so that noise from outside the room does not disturb occupants and vice versa, particularly given the confidential nature of many discussions. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high



sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Staff Meeting Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Utilize occupancy sensors for energy savings.

Telecommunications

The Staff Meeting Room should be planned for wireless data transmission. In addition, provide one standard quad communications outlet wall-mounted at 15" above the finished floor on a minimum of two walls. Associated power will be required consisting of one duplex power receptacle

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the Staff Meeting Room table or in a recessed floor box; and one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Staff Meeting Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing or future/potential video conferencing location.

Audio - Visual

Presentation of videotape or DVD material in the Staff Meeting Room may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrade the quality of the image. The presentation center or a clean blank white wall can be used as a projection surface in this room.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Staff Meeting Room. If speakers are installed in the room, appropriate sound amplification will be required.

Security

This is a staff office which requires a mechanical lock and key or magnetic card reader to control access. The administrative staff controls access to the room.

Signage

Required signage includes a permanent room identification sign ("Staff Meeting Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Art Print Framed	1	0	0
Chair, Conference Room At conference table - 26"w x 28"d	10	0	0
Clock Wall-mounted	1	0	0
Credenza 66"w x 24"d x 30"h	1	28	28
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	1	0	0
Table, Conference Staff (8 to 10) - 120"w x 48"d x 29"h	1	225	225
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual Library is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats. The shelving in this area will be slanted shelf bookstore display shelving and browsing bins to encourage browsing of this collection.

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:

Circulation Services

CLOSE:

Children's Library
Library Entrance

DIVISION SPACE SUMMARY		Sq. Ft.
AV Collection & Seating		668
TOTAL:		668



Functional Activity

Library patrons will come to this area in search of AV materials to check out for home use. Patrons will be able to check the OPACs located in this area if they are unable to find what they are looking for in AV Collection. A portion of the AV materials will be displayed face-out and marketed as part of the library's popular library role.

Occupancy

TECHNOLOGY WORKSTATIONS: 2

Collections

This area will house the library's video cassette, DVD, Audio CD, Books on CD, Audio Book, and Audio Cassette collections.

Relationships

This space should be just off the main traffic path from the Public Entrance and Circulation Desk into the library. The AV Collection Area should be visible from the Children's Library and very close to the New Book Display Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

Circulation Desk
Public Entrance & Lobby

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Young Adult Services Area

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The AV Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.



Accessible reader seats will be available nearby in the Reference Collection and Seating Area, the Young Adult Services Area, and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area. A minimum of 30" wide x 48" deep clear floor space should also be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space to permit browsing of the audio-visual collections.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the accessibility criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its heavy use and its proximity to the Circulation Desk and the Public Entrance and Lobby. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The Audio-Visual Collection and Seating Area should be planned for wireless data transmission to support the use of laptop computers. In addition to this, it should include Category 6 (or current best standard) data drops to each library owned workstation. Each permanently installed technology workstation location will require two data drops. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four drops. The data cabling can also be distributed via conduit and J-boxes with the data drops.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the AV Collection Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, and the Circulation Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height



ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 1200 Audio Book Cassette	4	30	120
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top 1200 Audio Book CD (CD ROM)	4	20	80
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top 2000 Video Cassette	7	20	140
Audio Cassette SF 66" Shelving Unit W/ 4 Divider Shelves 3"W x 12"D unit - 56 cassettes / shelf 360 Audio Cassette	2	12	24
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h 3000 DVD	6	24	144
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h 1920 Audio Compact Disc (CD)	4	24	96

Description of Furniture & Equipment Units

Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0
Printer, Ink-Jet (B&W)	2	0	0
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	2	30	60
Waste Basket 13"w x 15"d x 15"h	1	4	4



FUNCTIONAL ACTIVITY

The primary function of the Browsing Division is for the display of new books, topical displays, and other portions of the popular library as appropriate. The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting. This area will have an open, bookstore like atmosphere with books displayed on retail type shelving. Visitors to the library will be able to sit in lounge chairs after browsing through the new books.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from, and close, to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Circulation Services

CLOSE:

Audio-Visual Library
Children's Library
Library Entrance
Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
New Book Display		414
TOTAL:		414



Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. This area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

Occupancy

READER SEATS: 8

Relationships

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

Circulation Desk

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex eggshell recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The New Book Display Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.



Accessible reader seats will be available nearby in the Reference Collection and Seating Area, in the Young Adult Services Area, and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services. A 30" wide x 48" deep clear floor space should also be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space for access to the browsing materials.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned with bi-level switching so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The New Book Display Area should be planned for wireless data transmission to support the use of laptop computers. Provide additional drops configured in duplex or quad communications outlets on perimeter walls for any future library owned technology workstations. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four jacks.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the New Book Display Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, Technology Area, and Circulation Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New



Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include lighted fire and life safety exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 30 New Books (Face Out)	1	30	30
42" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 480 New Books	2	30	60
Description of Furniture & Equipment Units			
Chair, Lounge 36"W x 36"D	8	35	280
Table, End 30"W x 30"D x 20"H	3	12	36
Waste Basket 13"W x 15"D x 15"H	2	4	8



FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very close to the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing Area and the AV Collection. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library
Browsing
Circulation Services

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

DIVISION SPACE SUMMARY		Sq. Ft.
Children's Collection & Seating		634
Children's Desk		204
Children's Entrance (Interior)		N/A
Children's Reference Collection		99
Children's Technology Center		255
Family Rest Rooms		N/A
Juvenile Collection & Seating		1,138
TOTAL:		2,330



Functional Activity

This area of the Children's Library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Occupancy

CHILDREN'S READER SEATS: 24

Collections

This area will house the easy readers and picture books.

Relationships

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's Desk

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Children's Technology Center
Family Rest Room

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellent, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The Children's Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not



be available, and then it is limited to 54" above the finished floor.

Accessible reader seats will be available nearby in the Reference Collection and Seating Area, in the Young Adult Services Area, and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the accessibility criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This may be a very noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The Children's Collection & Seating should be planned for wireless data transmission to support the use of laptop computers. Provide additional drops configured in duplex or quad communications outlets on perimeter walls for any future library owned technology workstations. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four jacks.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Audio - Visual

This space has no audio-visual requirements.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk. Sight lines from the Children's Desk to the Children's Collection & Seating area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's Desk and Children's Reference Collection. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers



that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books" or "Easy Readers." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please do not Reshelve library materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 3510 Children's Picture Books	10	18	180
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 2940 Children's Easy Readers	5	18	90
Description of Furniture & Equipment Units			
Chair, Child's 14"w x 13"d x 10-16"h	18	0	0
Stool, Child's 15"w x 15"d	6	0	0
Table, Children's 72"w x 36"d x 21-26"h (6 Person)	3	90	270
Table, Children's Slant Top 78"w x 30"d x 21-26"h (6 Person)	1	90	90
Waste Basket 13"w x 15"d x 15"h	1	4	4



Functional Activity

The Children's Desk is the primary staff service point for the Children's Library. The staff will provide assistance to meet the information, reference, audio-visual and program needs of children and their parents. Books and library materials will not be checked out here, but at the Circulation Desk. This is an information desk for children to ask questions and request assistance.

The Children's Desk and the general area should be designed in a scale appropriate for children. The front of the desk should be low enough for small children to see over it. A lower ceiling over the desk can help define the space and introduce the desired scale for children. The front of the desk, soffits, and walls near the desk should contain colorful graphic designs which appeal to children.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Relationships

The Children's Desk must be visible from the Entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Technology Center, Reference, Juvenile, and Children's Collection and Seating Areas. The Family Rest Room is also supervised from the Children's Desk.

ADJACENT:

Children's Entrance (Interior)
Children's Technology Center
Children's Reference Collection

CLOSE:

Children's Collection & Seating

PROXIMITY:

Family Rest Room
Juvenile Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced in sections when needed. Any wall or casework surfaces should be mark resistant and easily cleaned. Finishes must be friendly and warm with colorful laminates preferred to stone or tile. All work counters should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to children. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Paint (Latex eggshell recommended), Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

COUNTERS:

Plastic laminate

Access

The Children's Desk will be accessible by means of a 36" minimum aisle. The public service desk will contain no less than one accessible transaction counter located at a section of the counter that is between 28" and 34" high for a continuous length of 36". Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be a fairly noisy and active area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to help librarians hear and respond to their patrons at the desk.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Provide a minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting on the worksurface. The Children's Desk should be highlighted in order to attract children and parents to this service point. Lights in this area must not create a heat build up. Light controls for the Children's Library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Children's Desk is the central surveillance point for all parts of the Children's Library. As much of the Children's Library as possible should be visible to staff at this location. The staff should be able to control entry into the Children's Rest Room electronically from this location.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance. This directional sign ("Children's Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Additional requirements include changeable and permanent information signs such as "Ask Me" or "Sign Up Here for Book Club" for the front of the desk.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counter. Minimum service is based on one 20 amp circuit per two to four electronic workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	12	12
3"W x 12"D unit w/end panels & canopy top			
72 Children's Ready Reference			
Description of Furniture & Equipment Units			
Book Truck	1	10	10
36"W x 24"D			
Chair, Task	2	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Low back mid-quality with casters 25"w x 25"d			
Computer, Staff Desktop	2	0	0
CPU, mouse & keyboard, w/15" flat panel monitor			
File Cabinet, Lateral (Two Drawer)	1	20	20
36"w x 18"d x 28"h			
Queuing Space (Per Person)	2	6	12
Stool, Child's	2	8	16
15"w x 15"d			
Telephone Handset	1	0	0
Waste Basket	1	4	4
13"w x 15"d x 15"h			
Workstation, Children's Desk	2	65	130
5'w x 30"d w/ 7' behind desk & 3.5' in front			



Functional Activity

The entrance to the Children's Library should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own. The interior design should provide interesting graphics, ceiling-hung banners or mobiles, stuffed animal displays, and book displays. This is not an exterior entrance but is immediately visible and accessible upon passing through the security gates into the library.

Relationships

When children enter the Children's Library, the Children's Desk and Technology Center should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Family Rest Rooms must be in proximity and easy to locate.

ADJACENT:

Children's Desk
Children's Technology Center

CLOSE:

AV Collection & Seating
Circulation Desk
Family Rest Rooms
New Book Display
Public Entrance & Lobby

AWAY:

Reference Collection & Seating
Young Adult Services Area

Flexibility

This area may need to be expanded, or a different function placed here in the future. Flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light in this area is highly desirable.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable, mark resistant, and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Tackable panels for sound absorption and display

FLOOR:

Durable non-slip hard surface or anti-static carpet tile

Access

The Children's Entrance will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doormats must be securely attached and have a pile of no more than 1/2". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet all accessibility requirements as outlined in the Signage



Space Detail.

Acoustics

To keep the noise generated in this space from spreading throughout the library, adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

Illumination

A low level of ambient light with accent lighting for mobiles, murals or other featured displays is required. The light must be warm and help reduce the scale of the space.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each potential information kiosk and one single voice outlet (one voice) for each pay phone location.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the library's entrance or lobby. This directional sign ("Children's Library") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, emergency evacuation map, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Children's Room Open at Noon"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number for any future electronic information kiosks.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Art Print	1	0	0
Framed			
Bulletin Board	1	0	0
Case, In-Wall Display	1	0	0
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Rack, Literature Display Handout	1	0	0
Wall-mounted			
Sign, Announcement	1	0	0
Wall-hung			



Functional Activity

The Children's Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have. Seating is provided for patrons to use while consulting print reference materials.

Relationships

The Children's Reference Collection should be close to the Juvenile Collection and Seating Area and the Children's Collection and Seating Area so that there will be convenient seating located nearby.

CLOSE:

Children's Collection and Seating Area
Juvenile Collection and Seating Area

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Paint (Latex eggshell recommended); Corner guards; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted);

Access

The Children's Reference Collection must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats will be available nearby in the Young Adult Services Area and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center and in the Young Adult Services Area.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Acoustics

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Study Room A should be planned for wireless data transmission to support the use of laptop computers. Provide additional drops configured in duplex or quad communications outlets on perimeter walls for any future library owned technology workstations. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four jacks.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance, Children's Desk, Children's Collection and Seating Area, Juvenile Collection and Seating Area, and Children's Technology Center. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Reference Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve library materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number for future technology workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.

Description of Shelving Units



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	4	12	48
3'W x 12"D unit w/end panels & canopy top			
480 Children's Reference			

Description of Furniture & Equipment Units

Atlas Case, Child's	1	25	25
32"w x 21"d x 34"h w/ 4 shelves			
Dictionary Stand, Child's	1	12	12
24"w x 14"d x 35"h w/ 2 shelves			
File Cabinet, Vertical (Four Drawer)	1	14	14
18"w x 29"d x 52"h			



Functional Activity

The Children's Technology Center will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. The technology counters should be large enough to accommodate printers as well as backpacks, jackets, and other personal belongings. An accessible technology workstation will be included in this area.

Occupancy

CHILDREN'S TECHNOLOGY WORKSTATIONS: 8 (1 accessible)

Relationships

The Children's Technology Center should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

CLOSE:

Children's Desk
Children's Entrance (Interior)
Children's Reference Collection
Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Family Rest Rooms

Flexibility

It is likely that this area will need to be expanded in the future, or at a minimum, more technology workstations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

This area will get heavy use. The floor finishes must be stain repellant, dirt resistant, durable, and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Tackable acoustical panels for sound absorption

FLOOR:

Anti-static carpet tile

Access

The Children's Technology Center must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

One accessible technology workstation which provides a minimum of 30" wide x 48" deep clear floor space with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space will be available in this area. The knee space



must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by from the Children's Entrance into the Children's Library and others will be talking with one another while using the workstations. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Children's Technology Center.

Illumination

Provide a minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the technology workstations and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Children's Desk. Children using the workstations must be highly visible from the desk so that they can be given assistance if necessary.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the library's entrance and/or lobby. This directional sign ("Children's Technology Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the collections in the Children's Library should be visible to patrons from the Children's Technology Center. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "No Printing Available"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor and along all technology counters at 4-foot intervals.

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	1	0	0
ADA Alternate Mouse/ Trackball	1	0	0
ADA Screen Magnifier Attachment Attaches to monitor	1	0	0
Chair, Technology Workstation 21"w x 21"d	8	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat panel monitor	8	0	0
Printer, Laser (B&W)	2	0	0
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	1	45	45
Technology Counter 41"w x 30"d (1 Person) sit-down - against wall w/ power & data management	7	30	210



Functional Activity

This space is a public rest room for children. It will be sized to meet the local building code and ADA requirements. The interior of the Family Rest Room should be scaled appropriately, and be bright and colorful.

Relationships

The Family Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Family Rest Room is exclusively for children and for parents accompanying children.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

All Other Spaces in the Children's Library

PROXIMITY:

Circulation Desk

Flexibility

Rather than expand the existing rest room, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows.

Finishes

This area must be as vandal resistant as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark-resistant and easy to clean. All fixtures should be sized for children.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate children's rest rooms are provided for children of each gender, then accessible facilities must also be provided for each gender. If unisex facilities are provided, then at least one accessible unisex facility will be provided within close proximity to the non-accessible facility.

The Family Rest Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the



compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest room the appearance of being clean and safe.

Security

This area will be supervised by staff at the Children's Desk. The entry door(s) to the Children's Rest Room should be in the line of sight of staff at the desk.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Boy's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Girl's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Family Rest Room") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	1	0	0
Rest room			
Diaper Changing Counter	1	0	0
36"w x 18"d			
Hand Dryer	1	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror, With Shelf	1	0	0
Above counter			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Sink And Counter	1	0	0
Rest room			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			



Functional Activity

The Juvenile Collection and Seating Area of the Children's Library houses the print collections for older children (ages 7 - 12). The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

Occupancy

CHILDREN'S READER SEATS: 17 (1 accessible)

Relationships

The Juvenile Collection and Seating Area should be close to the Children's Technology Center since children of this age will be able to use them unassisted. It should be in the proximity of the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance.

CLOSE:

Children's Technology Center

PROXIMITY:

Children's Desk

Children's Reference Collection

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be designed to appeal to older children who are too old for the Children's Library, but not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Tackable acoustical panels for sound absorption; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The Juvenile Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seating will be available in this area providing a minimum of 30" wide x 48" deep clear floor space with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27"



high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. An accessible technology workstation will be available nearby in the Children's Technology Center.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This may be a noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The Juvenile Collection and Seating Area should be planned for wireless data transmission to support the use of laptop computers. In addition to this, it should include Category 6 (or current best standard) data drops to each library owned workstation. Each permanently installed technology workstation location will require two data drops. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four drops. The data cabling can also be distributed via conduit and J-boxes with the data drops.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Children's Technology Center, Children's Desk and Children's Reference Collection. This directional sign ("Juvenile Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Juvenile Biography," "Juvenile Non-Fiction," and "Juvenile Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.



Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top 8400 Juvenile Non-Fiction	22	18	396
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top 4900 Juvenile Fiction	13	18	234
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3"W x 24"D unit w/end panels & canopy top 48 Children's Back Issue Magazines	2	18	36
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath 12 Children's Current Magazines	2	14	28
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 3"W x 24"D unit - 28 video cassettes/shelf 1100 Video Cassette	4	20	80
Description of Furniture & Equipment Units			
Chair, Juvenile 16"w x 16"d x 16-18"h	17	0	0
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" - 50"h (1 Person) dual surface	1	40	40
Table, Juvenile 60"w x 36"d x 27"h (4 Person)	4	80	320
Waste Basket 13"w x 15"d x 15"h	1	4	4



FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk and self checkout units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs and inefficient use of staff time.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library
Browsing
Children's Library
Young Adult Services

PROXIMITY:

Administration
Fiction Collection
General Building Services
Periodicals Collection

DIVISION SPACE SUMMARY		Sq. Ft.
Circulation Desk		521
Computer/Telecommunications Room		221
Staff Entrance & Lobby		N/A
Staff Lounge		377
Staff Rest Rooms		N/A
Staff Workroom		1,201
TOTAL:		2,320



Functional Activity

The Circulation Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

TECHNOLOGY WORKSTATIONS: 1

PUBLIC SERVICE DESK WORKSTATIONS: 3

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Staff Workroom, and close to the Book Return Room and the Copy Center. It should be close to the AV Collection and Seating, New Book Display Area, and the Children's Entrance.

ADJACENT:

Public Entrance & Lobby
Staff Workroom

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
New Book Display

PROXIMITY:

Public Rest Rooms
Young Adult Collection & Seating

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable



windows in public areas will require lockable screens.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Circulation Desk will be accessible by means of a 36" minimum aisle. The desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters.

The self checkout station must meet the accessibility guidelines outlined in the General Requirements Chapter.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Any perimeter alarms should be audible at the Circulation Desk.



Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counter. Minimum service is based on one 20 amp circuit per two to four electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	3	0	0
Book Bin, Depressible In Circulation Desk	1	0	0
Book Truck 36"w x 24"d	8	10	80
Cash Register	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	3	0	0
Mat, Anti-fatigue	3	0	0
Printer, Ink-Jet (B&W)	3	0	0
Printer, Receipt	3	0	0
Queuing Space (Per Person)	8	6	48
Recycling Bin	1	15	15
Self Check-Out Counter 4'w x 30"d - against wall	1	30	30
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	1	0	0
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	8	12	96
Telephone Handset	2	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Waste Basket 13"w x 15"d x 15"h	3	4	12
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240



Functional Activity

This room is where the network, systems, and telecommunications equipment is housed to support the library's electronic capabilities. This room is the main point of entry to the building for data, telephone, and security system lines.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Relationships

This space must be in a secured non-public area. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

No Windows.

Finishes

This is not a public area and will be minimally finished since it is primarily a room for equipment.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended)

FLOOR:

Vinyl tile, sheet vinyl, linoleum, or anti-static carpet tile

Access

The Computer/Telecommunications Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Acoustics

Given the prevalence of noisy printers and computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This room requires a separate zone with individual thermostat. Temperature to be constant at 70 to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended.

Illumination

Light levels should average 30 to 40 foot candles with 50 foot candles preferred over work surfaces. Utilize occupancy sensors for energy savings.

Telecommunications

In addition to the fibre cable entering the building, direct connections for fire and security connections, and the MPOE for telephone service, the following is required:

Include 3 ISDN lines for video conferencing and distance learning.



Provide one wall-mounted telephone connection adjacent to the equipment racks and cabinets, and one quad communications outlet (four data) co-located with associated power on each of the walls for associated hardware such as printers and servers.

Security

This is a high security area. Only authorized staff should have access to the room. The room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

Signage

Required signage includes a permanent room identification sign ("Computer Room - "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

This room will require dedicated circuits for the systems equipment. They should be co-located with network connections where required. UPS devices will be required in the event of power failure to enable a soft shut down of equipment.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Computer Server, Mini (CPU) Rack-mounted - 24"w x 30"d x 30"h	5	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Disc Drive (External) Rack-mount - 16"w x 30"d x 30"h	1	0	0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
Hub	1	0	0
Printer Stand 24"w x 16"d x 28"h	1	20	20
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Router	1	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0
Storage Cabinet 36"w x 18"d x 65"h	2	18	36
Switch	1	0	0
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	2	28	56
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12"w x 24"d x 72"h	1	10	10
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0
Workstation, Computer Technician's Counter 5'w x 30"d - against wall	1	35	35



Functional Activity

This is a separate staff only entrance to the library which is convenient from staff parking.

Relationships

The Staff Entrance should be close to the Staff Workroom and the Staff Lounge. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

CLOSE:

General Storage
Staff Workroom

PROXIMITY:

Staff Lounge

Flexibility

There will always need to be a separate staff entrance. It is not anticipated that this area would expand or change purpose.

Fenestration

There should be a small view window in the door so that staff can look outside prior to leaving.

Finishes

Utilitarian, clean, and bright.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss); White board; Tackable surface

FLOOR:

Vinyl tile or carpet tile; Foot cleaning mat

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Acoustics

This area can become somewhat noisy on occasion with staff talking with one another. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

Illumination

For security, high intensity exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area. Lighting should be on a timer.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only entrance controlled by a mechanical lock and key or magnetic card reader. This entrance should be inaccessible to the public inside the building and well lighted for the safety of staff leaving the building at night. A buzzer, doorbell or intercom



speaker is desirable if this is also a service delivery entrance. There should be a small view window in the entrance door.

Signage

Required signage includes a permanent identification sign ("Staff Entrance" or "Staff Only") wall-mounted on the latch side of the door to the inside at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement may include an exterior sign "No Parking -- Library Staff Only."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Coat & Hat Rack	1	0	0
Umbrella Stand	1	0	0
12" diameter x 25"h			
White Board	1	0	0
2' x 3' – erasable marker board			



Functional Activity

This room is for the staff to relax and prepare meals in during breaks, lunch, and dinner. This area should be comfortable, quiet and relaxing.

Relationships

The Staff Lounge should be adjacent to the Staff Rest Room which should not open directly into the Staff Lounge. The Staff Lounge should be adjacent to the Staff Workroom and in the proximity of the Staff Entrance and the Custodial Workroom.

CLOSE::

Staff Rest Rooms
Staff Workroom

PROXIMITY:

Custodial Workroom
Staff Entrance

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

In keeping with its purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or carpet cove base;
Tackable surface

FLOOR:

Anti-static carpet tile or anti-static carpet with enhanced backing
(No carpet pad permitted); Linoleum in front of the kitchen unit

Access

The Staff Lounge must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally, a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

Acoustics

The Staff Lounge can become somewhat noisy during break and meal times. Good



acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Staff Lounge" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at a minimum of 5-foot intervals along the food preparation counter and sink area. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	10	0	0
Cabinets, Below Counter 1 linear foot x 24"d	6	0	0
Chair, Café	8	0	0
Chair, Staff Lounge 36"w x 36"d	2	35	70
Coat & Hat Rack	1	20	20
Coffee Maker/Urn	1	0	0
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Garbage Bin, Interior	1	15	15
Hot Water Urn	1	0	0
Kitchen Unit 52"w x 26"d x 84"h w/ sink, 2 stove top burners & refrigerator	1	25	25
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	6	5	30
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Mirror Full length	1	0	0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Recycling Bin	1	15	15
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Table, Café Staff (4) - 36" diameter	2	65	130
Table, Drum 16"diameter x 15" - 24"h	2	10	20
Table, End 30"w x 30"d x 20"h	1	12	12
Telephone Handset	1	0	0
Workstation, Food Preparation Counter 6'w x 30"d - against wall	1	40	40



Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest rooms for men and women.

Relationships

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the lounge. These rest rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Sink and Supply Closet.

ADJACENT:

Staff Lounge
Staff Workroom

CLOSE:

Custodial Sink & Supply Closet

Flexibility

This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The Staff Rest Rooms must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Sink and toilet fixtures and compartments must meet the accessibility guidelines outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.



HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key or magnetic card reader to control access.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	1	0	0
Rest room			
Hand Dryer	1	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror	1	0	0
Full length			
Mirror, With Shelf	1	0	0
Above counter			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Sink And Counter	1	0	0
Rest room			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			



Functional Activity

The Staff Workroom provides space for back-of-house staff activities. The library staff will check in library materials that have been returned and then will sort them on shelving before returning them to the stacks. Circulation overdues, bills, and reserve notices will be processed here. There will also be a mending workstation where staff will be able to mend and clean library books and materials after they have been returned. Since this is the only workroom in the library, staff workstations to support children's activities, audio-visual, acquisitions, processing and any other kind of staff support activity are located here as well. It will also include a work area for Inter-Library which has become an important function.

Occupancy

STAFF WORKROOM WORKSTATIONS: 7
STAFF WORKROOM TASK WORKSTATIONS: 8

Relationships

The Circulation Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between these spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill in if a line starts to form at the Desk.

ADJACENT:

Circulation Desk
General Storage

CLOSE:

Staff Entrance
Staff Lounge
Staff Rest Rooms

PROXIMITY:

City Librarian's Office
Children's Office
Public Service Librarian's Office
Administrative Services Office

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows which allow supervision of the Circulation Desk are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance since there will be occasional spills of book processing and children's craft preparation materials. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

Access

The Staff Workroom must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If the use of a sink is essential to an employee's job, then an accessible space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Staff Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.



Signage

Required signage includes a permanent room identification sign ("Staff Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counters. Minimum service is based on one 20 amp circuit per two to four electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Hand-Held	3	0	0
Binding Machine	1	0	0
Book Truck 36"w x 24"d	6	10	60
Box, Cardboard In transition or storage	8	4	32
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	36	0	0
Cabinets, Below Counter 1 linear foot x 24"d	18	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	16	0	0
Clock Wall-mounted	1	0	0
Collator	1	0	0
Computer, Staff Desktop CPU, mouse & keyboard, w/15" flat panel monitor	7	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Desk, Clerical 60"w x 30"d	2	55	110
FAX Machine, Desktop 30"w x 17"d x 21"h	1	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	1	40	40
In & Out Board Staff location	1	0	0
Key Cabinet 12"w x 5"d x 16"h	1	0	0
Label Maker	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
5" w x 8" d x 4" h			
Mail Boxes, Staff	1	30	30
72" w x 16" d x 32" h – 24 slots per unit w/ counter			
Mail Delivery Cart	1	20	20
20" w x 60" d x 40" h			
Paper Cutter	1	0	0
Paper Shredder	1	0	0
20" w x 18" d x 33" h			
Postage Meter/Scale	1	0	0
Printer, Label	1	0	0
Printer, Laser (B&W)	1	0	0
Recycling Bin	1	15	15
Safe, Floor	1	0	0
12" w x 14" d x 21" h			
Scanner, Flat	1	0	0
Security System Book & Media Resensitizer	1	0	0
Desktop unit w/signal light 12" w x 5.5" d x 4.5" h AC			
Security System Book Resensitizer	2	0	0
Hand-held non-electric unit 5.5" w x 3" d x 3.5" h			
Security System Desensitizer/Resensitizer	1	0	0
Counter unit w/audible signal 20" w x 18" d x 7.5" h AC			
Security System Media Resensitizer	1	0	0
Desktop non-electric unit 13.5" w x 3.5" d x 1.2" h			
Shelving, SF 90" h Steel W/ 7 Shelves	10	12	120
3' w x 12" d unit			
Sink	1	18	18
36" w x 24" d - In counter			
Soap Dispenser	1	0	0
5" w x 4" d x 10" h - Wall-mounted			
Stool	2	0	0
Storage Cabinet	2	18	36
36" w x 18" d x 78" h			
Telephone Central Station	1	0	0
Telephone Handset	7	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
22" w x 18" d x 8" h			
Waste Basket	8	4	32
13" w x 15" d x 15" h			
White Board	1	0	0
3' x 4' – erasable marker board			
Workstation, Acquisitions Office System	1	50	50
6' x 8' modular panels 60" h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, AV Office System	1	50	50
6' x 8' modular panels 60" h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Workstation, Children's Counter 6'w x 30"d - against wall	1	45	45
Workstation, Children's Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Circulation Check-In Counter 6'w x 30"d - against wall	2	40	80
Workstation, Inter-Library Loan Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Mail Check-In & Sorting Counter 8'w x 30"d - against wall	1	55	55
Workstation, Mending Counter 6'w x 30"d - against wall	1	40	40
Workstation, Periodicals Counter 6'w x 30"d - against wall	1	40	40
Workstation, Processing Counter 6'w x 30"d - against wall	1	40	40
Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Sorting Counter 6'w x 30"d - against wall	1	40	40



FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction, mystery genre, international language, paperback and large print book collections. The international language collection will provide reading material in languages native to local residents and care-providers who work in Calabasas.

SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area. It should be located close to the other adult circulating collections.

CLOSE:

Non-Fiction Collection

PROXIMITY:

Library Entrance

Reference Services

Non-Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
Fiction Collection & Seating		858
TOTAL:		858



Functional Activity

Patrons will enter this space and look for specific authors and then will often sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book.

Occupancy

READER SEATS: 4

Collections

This area of the library will house the fiction, large print, International languages, mystery, and paperback collections.

Relationships

The Fiction Collection and Seating Area should be located close to the Reference Desk and the other circulating collections.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low, and is located in a well-lighted area.

CLOSE:

Non-Fiction Collection and Seating
Reference Desk

PROXIMITY:

Technology Area
Public Entrance & Lobby

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise. The Large Print collection should be housed on full height shelving, although the use of only five shelves is recommended. This use of uniform sized shelving units will provide flexibility in collection management in the future.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex eggshell recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The Fiction Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not



be available, and then it is limited to 54" above the finished floor.

Accessible reader seats will be available nearby in the Reference Collection and Seating Area, the Young Adult Services Area, and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The Fiction Collection and Seating Area should be planned for wireless data transmission to support the use of laptop computers. Provide additional drops configured in duplex or quad communications outlets on perimeter walls for any future library owned technology workstations. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four jacks.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

The Fiction Collection will be supervised by the staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.



Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, Technology Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Mystery" and "Large Type." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels 1162 Large Print	5	18	90
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 1125 International Languages	2	18	36
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 3640 Mysteries	11	18	198
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 1200 Paperbacks	2	18	36
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 7500 Fiction	23	18	414
Description of Furniture & Equipment Units			
Chair, Reader's 21"w x 21"d	4	0	0
Stool, Kick-Step	2	0	0
Table, Reader's 48" diameter x 29"h (4 Person)	1	80	80
Waste Basket 13"w x 15"d x 15"h	1	4	4



FUNCTIONAL ACTIVITY

The primary function of the General Building Services Division is to provide custodial, storage, and mechanical equipment space, and other support spaces such as the Friends' Book Storage and Workroom.

SPATIAL RELATIONSHIPS

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this Division will be best located in the back-of-the-house areas of the library.

PROXIMITY:

Staff Workroom
Staff Spaces

AWAY:

Public Areas

DIVISION SPACE SUMMARY		Sq. Ft.
Custodial Workroom		284
General Library Storage Room		318
Volunteers' Workroom and Storage Area		497
TOTAL:		1,099



Functional Activity

This space will provide a shop for custodians to assist in their servicing of the building. This workroom will provide a workbench with various tools necessary for basic maintenance and repair. In addition to this workroom, there will be another Custodial Sink and Supply Closet in the library to store mops, vacuum cleaners, and other cleaning supplies and equipment.

Occupancy

STAFF TASK WORKSTATION: 1

Relationships

The Workroom should be adjacent to the Staff Entrance and in the proximity of the General Library Storage Room, and the Staff Workroom.

ADJACENT:

Staff Entrance

CLOSE:

Rest Rooms

PROXIMITY:

Staff Workroom
General Library Storage Room
Staff Lounge

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or Acoustical tile

WALLS:

Latex paint over sealed concrete; Cement block or Water resistant dry wall

FLOOR:

Sealed concrete, or Vinyl tile or sheet vinyl, with a floor drain

Access

The Custodial Workroom must be accessible from a 36" aisle. A 36" wide door with a minimum of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" high and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial workrooms should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) co-located with associated power at the custodian's workstation position mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Custodial Workroom - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter 1 linear foot x 24"d	6	0	0
Carpet Cleaning Machine	1	5	5
Cleaning Cart 38"w x 20"d x 38"h	1	15	15
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Garbage Bin, Interior	2	15	30
Hand Truck 23"w x 18"d x 51"h	1	4	4
Key Cabinet 12"w x 5"d x 16"h	1	0	0
Ladder, Extension 22"w x 55"-156"h - Wall-mounted	1	0	0
Ladder, Step	1	2	2
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Towel Dispenser Wall-mounted	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Recycling Bin	2	15	30
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	2	15	30
Sink 36"w x 24"d - In counter	1	18	18
Sink, Mop	1	6	6
Stool	1	0	0
Storage Cabinet 36"w x 18"d x 65"h	1	18	18
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Storage Rack, Building Supply 48"w x 45"d x 72"h - freestanding single sided unit for light bulbs, lumber, pipes, etc.	1	20	20
Supply Cabinet 36"w x 30"d	1	18	18
Telephone Handset	1	0	0
Tool Box	1	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Vacuum Cleaner, Wet "Shop" 22" diameter x 28"h	1	10	10
Waste Basket 13"w x 15"d x 15"h	1	4	4
Workbench, Custodial 1 linear foot x 30"d	6	7	42



Functional Activity

This area provides space for general library storage. It will house furniture and equipment which is waiting to be repaired or to be placed into service, bulk paper and supply shipments, seasonal displays and holiday decorations. Optional storage cages may also provide additional space for stacking boxes, and furniture and equipment in transition, and can segregate the storage by individual library departments. This room should have a set of double doors (or an extra-wide single door), for bringing bulky items in and out of the room.

Relationships

This area should be close to the Service or Staff Entrance. It should be easily accessible to the Staff Workroom and the Circulation Desk.

CLOSE:

Service Entrance or Staff Entrance
Staff Workroom

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:

Exposed structure or acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile; Carpet

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Acoustics

This area will be noisy when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby areas. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key or magnetic card reader to control access.



Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Box, Cardboard In transition or storage	15	4	60
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	4	15	60
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	4	12	48
Storage Cage	1	150	150



Functional Activity

This area will be very important in the new library as the volume of donated materials has exceeded all expectations. The workroom will require a large open area for unpacking and sorting donations, shelving to stage materials for review, and worktables and counters for volunteers. The workspace may also be used by members of the Calabasas Historical Society and the Teen Council. It will be available for volunteers of many organizations to prepare publications, meet, and enjoy a cup of coffee.

Occupancy

VOLUNTEER WORKROOM WORKSTATIONS: 2

Relationships

The Volunteers' Workroom and Storage Area needs to be as close as possible to the Friends' Bookstore to facilitate the Friends' work as they move donations from the sorting area to the shelves in the bookstore.

ADJACENT:

Friends' Bookstore

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Windows are not required, but are desirable.

Finishes

This area will be utilitarian in nature. However, this is the Volunteers' workroom as well as a storage area, and volunteers will make frequent use of the space, often standing for extended periods of time.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards for columns and walls; Vinyl or carpet cove base

FLOOR:

Vinyl tile or heavy weight commercial carpet

Access

The Volunteers' Workroom & Storage Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Acoustics

This will be a moderately noisy area because of conversations between volunteers and the noise generated from loading and unloading books. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.



Illumination

Provide 30 foot candles vertically at 30" above the floor at the shelving. Lighting must be evenly distributed in the shelving area from one end of a range to the other and from the top to the bottom of the unit. Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

Security

This is a non-public area which requires a mechanical lock and key or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Volunteers' Workroom") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor and along all workcounters at 4-foot intervals.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	1	10	10
Bottled Water Dispenser 24"w x 24"d	1	8	8
Box, Cardboard In transition or storage	8	4	32
Bulletin Board	1	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24" d	11	0	0
Chair, Lounge 36"w x 36"d	2	35	70
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0
Coat & Hat Rack	1	20	20
Coffee Maker/Urns	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Desk, Volunteer's 60"w x 30"d	1	55	55
Locker	2	5	10



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Unit 12"w x 12"d x 62"h (Three 20"h lockers)			
Paper Cup Dispenser	1	0	0
3" diameter x 18"h - Wall-mounted			
Printer, Laser (B&W)	1	0	0
Recycling Bin	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves	7	12	84
3'w x 12"d unit			
Sink	1	18	18
36"w x 24"d - In counter			
Table, End	1	12	12
30"w x 30"d x 20"h			
Table, Work	1	100	100
60"w x 36"d x 29"h (1 to 2 Person)			
Telephone Handset	1	0	0
Typewriter, Electric	1	0	0
22"w x 18"d x 8"h			
Waste Basket	2	4	8
13"w x 15"d x 15"h			
White Board	1	0	0
3' x 6' – erasable marker board			
Workstation, Volunteer's Counter	1	55	55
8'w x 30"d - against wall			



FUNCTIONAL ACTIVITY

Library programs for K to 12 students are spelled out in the Joint Venture Agreement between the City of Calabasas and the Las Virgenes Unified School District. These include coordinated efforts to register students for library cards and to introduce students to library resources and services both in the schools and in the public library. The Homework Center and study space in the new public library are designed to meet student needs for library facilities after school hours when school libraries are closed and the central location of the public library is intended to equitably serve students from all the schools in the City.

SPATIAL RELATIONSHIPS

The Homework Center should be close to the Technology Area of the Reference Services Division and in close proximity to the Reference Desk. It should be adjacent to the Young Adult Services Area.

ADJACENT:

Young Adult Services

CLOSE:

Reference (Technology Area)

DIVISION SPACE SUMMARY		Sq. Ft.
Homework Center		500
TOTAL:		500



Functional Activity

The Homework Center will be a joint venture of the Las Virgenes Unified School District and the Calabasas Public Library. It will be designed to meet students needs for easily accessible study facilities after school hours when the school libraries are closed.

Occupancy

READER SEATS: 12

TECHNOLOGY WORKSTATIONS: 4

Collections

The Homework Center will house district supplied copies of all current textbooks.

Relationships

This Homework Center should be near the Young Adult Services Area and the Technology Area. It should be in proximity to the Reference Desk and Study/Tutoring Rooms.

CLOSE:

Young Adult Services Area
Technology Area

PROXIMITY:

Reference Desk
Study/Tutoring Rooms

Flexibility

It is not likely that the purpose of this room will change. If it needs to be expanded, overflow area will be available nearby in the Young Adult Services Area.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric Wall covering with tackable acoustical panels; Corner guards
for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The Homework Center must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats, which meet the criteria outlined in the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area, the Young Adult Services Area, and in the Juvenile Collection and Seating Area. Accessible technology



workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide high quality, non-glare light in the Homework Center for reading and viewing computer screens. Lighting should be zoned with bi-level switching so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The Homework Center should be planned for wireless data transmission to support the use of laptop computers. In addition to this, it should include Category 6 (or current best standard) data drops to each library owned workstation. Each permanently installed technology workstation location will require two data drops. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four drops. The data cabling can also be distributed via conduit and J-boxes with the data drops.

Audio - Visual

The technology workstations in the Homework Center should include CD and DVD drives to enable them to be used as individual listening and viewing stations.

Security

The Homework Center will be supervised by tutors and staff at the Reference Desk.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk and Reference Desk. This directional sign ("Las Virgenes Room - Homework Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Las Virgenes Room") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 78"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels 500 Textbooks	5	12	60
Description of Furniture & Equipment Units			
Cabinets, Full Height (Lockable) 1 linear foot x 24" d	5	5	25
Chair, Reader's 21"w x 21"d	12	0	0
Clock Wall-mounted	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Headphone, AV	4	0	0
Printer, Laser (B&W)	1	0	0
Scanner, Flat	2	0	0
Table, Reader's 66"w x 36"d x 29"h (4 Person)	3	85	255
Technology Counter 51"w x 30"d (1 Person) sit-down - against wall w/ power & data management	4	35	140



FUNCTIONAL ACTIVITY

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as Friends of the Library Bookstore, the Multipurpose Room and the main Public Rest Rooms for the facility. The Library Entrance will also be used for cultural and art exhibitions as noted in the Library Plan of Service and the Civic Center Guidelines.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library, the Friends' Bokstore or the Multipurpose Room. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

ADJACENT:

Circulation Services
Multipurpose Room

CLOSE:

Audio-Visual Library
Browsing
Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Friends' Bookstore		491
Public Entrance & Lobby		N/A
Public Rest Rooms		N/A
TOTAL:		491



Functional Activity

The Friends' Bookstore will be operated by volunteers from the Friends of the Library. Library patrons will be able to stop in and browse through the store and make purchases. The revenues from the store will go toward financing the operation of the library. Books and materials in the store will be marketed with display shelving that should be attractive with an emphasis on browsing and eye-catching appeal. Items for sale will include retail stock, used books, office and computing supplies, gifts, art objects and miscellaneous items.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 1

Relationships

The Friends' Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. A close proximity to the Volunteers' Workroom and Storage Area would help volunteers moving book trucks and boxes as they replenish the bookstore stock.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Multipurpose Room

Volunteers' Workroom and Storage Area

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the availability of the Friends' volunteers can change. If underutilized in the future, this room should be able to be converted to another meeting room, training room, or study/tutoring room.

Fenestration

Fenestration is not required but an exterior display window with access through the Friends' Bookstore for the promotion of merchandise would be an asset.

Finishes

Since this area is located at the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area and food and drinks may be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Vinyl, Sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail; Wall-mounted retailing display units

FLOOR:

Anti-static carpet tile, unfinished quarry tile, Vinyl tile, or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Friends' Bookstore must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space should be acoustically buffered from the library. The Friends' Bookstore and Coffee Shop will be part of the noisy entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can shop undisturbed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops, and all product display units including shelving. Light should be provided within in-wall glass display cases. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

Security

This space should be able to be secured separately from the library to allow for use after hours when the library is closed but when meetings are taking place in the building. Display cases should be able to be locked and secured. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteer workers in the store will supervise this space.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby. This directional sign ("Friends' Bookstore") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Friends' Bookstore") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Other signage should include changeable information signs including hours of operation and restriction signs (e.g., "No Smoking").

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Bench (2 Person) 52"w x 22"d x 18"h	1	15	15
Book Display Bin 24"d x 42"w x 34"h w/2 bins	1	50	50
Bulletin Board	2	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Case, Merchandise Display 48"w x 21"d x 40"h	1	35	35
Cash Register	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Clock Wall-mounted	1	0	0
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 41"w x 20"d x 41"h	1	24	24
Shelving, DF 58"h Bookstore Display 42" aisles - 3'w x 36"d w/10 angled shelves, wood	5	30	150
Shelving, SF 58"h Bookstore Display 36" aisles - 3'w x 20"d w/5 angled shelves, wood	8	21	168
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4
Workstation, Bookstore Service Counter 4'w x 30'd w/ 5' behind desk & 3.5' in front	1	45	45



Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Multipurpose Room, Friends' Bookstore, and Public Rest Rooms should all be accessible from the Lobby.

ADJACENT:

Circulation Desk
Multipurpose Room
Public Rest Rooms
Friends' Bookstore

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
New Book Display

AWAY:

Staff Entrance

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

Fenestration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

Plaster or acoustical tile

WALLS:

Highly durable and flame retardant; Paint (Latex semi-gloss recommended);
Sisal or vinyl wall covering; Marble or granite wainscoting; Etched,
silk-screened, or fritted glass to library or exterior; Hanging track

FLOOR:

Terrazzo tile, unfinished quarry tile with non-slip matte finish or
equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible



door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting of 15 to 20 foot candles, with specialized accent lighting of 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the self-checkout locations and information kiosks with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Multipurpose Room when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Perimeter alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include



fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use.

Inventory control system requires a standard 110/120 volt 60HZ circuit, high quality, surge and noise free electrical power. Electrical outlet for security system can not be controlled by a switch. Maximum operating current of 6 amps at 120 volts. Can be floor box or wall mounted.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bench, Lobby (2 Person) 52"w x 22"d x 18"h	1	0	0
Bulletin Board	1	0	0
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Directory Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0
Planter, Square 24" square	2	0	0
Rack, Literature Display Handout Wall-mounted	1	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	0	0



Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby which will serve library patrons and people attending meetings in the Multipurpose Room.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Circulation Desk
Custodial Sink & Supply Closet
Multipurpose Room
Friends' Bookstore

Flexibility

Rather than expand the restrooms, additional restrooms would be added. This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the



latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The sink and toilet fixtures must meet the accessibility requirements outlined in the General Requirements Chapter.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the vestibule to the rest rooms. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	5	0	0
Rest room			
Diaper Changing Counter	2	0	0
36"w x 18"d			
Hand Dryer	2	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror	2	0	0
Full length			
Mirror, With Shelf	2	0	0
Above counter			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Paper Towel Dispenser	2	0	0
Wall-mounted			
Sink And Counter	2	0	0
Rest room			
Soap Dispenser	2	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	5	0	0
Rest room			
Urinal	2	0	0



FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services Division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Technology Area before heading for the Non-Fiction Collection. OPACs should also be available in the Non-Fiction Area.

CLOSE:

Reference Services

PROXIMITY:

Fiction Collection

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Non-Fiction Collection & Seating		1,964
TOTAL:		1,964



Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be dispersed throughout the Non-Fiction Collection, not together in one large reading room.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster in Reference Services so it is important to have strategically located OPACs in the Non-Fiction Collection and Seating Area. These OPACs should be highly visible to patrons entering the area and they should be relatively close to patrons seated at tables and carrels.

Occupancy

READER SEATS: 20 (16 Table, 4 Carrel)
TECHNOLOGY WORKSTATIONS: 2

Collections

This area will house the library's non-fiction circulating collections. A portion of this collection might include a specialty collection focusing on the film industry since a large portion of Calabasas residents are employed in the film industry.

Relationships

The Non-Fiction Collection and Seating Area should be close to the Reference Desk and the Special Collections Area. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from any potential noise from the Children's Library.

CLOSE:

Reference Desk

PROXIMITY:

Copy Center
Fiction Collection & Seating
Reference Collection & Seating
Special Collections

AWAY:

Children's Library

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex eggshell recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Non-Fiction Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined on Page 7-13 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats, which meet the criteria outlined in the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area, the Young Adult Services Area, and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned with bi-level switching so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The Non-Fiction Collection and Seating Area should be planned for wireless data transmission to support the use of laptop computers. In addition to this, it should include Category 6 (or current best standard) data drops to each library owned workstation. Each



permanently installed technology workstation location will require two data drops. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four drops. The data cabling can also be distributed via conduit and J-boxes with the data drops.

Security

The Non-Fiction Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, Technology, and Reference Collection and Seating Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Biography," "History," and "Art and Architecture." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	77	18	1,386
3"W x 24"D unit w/end panels			
25600 Non-Fiction			
Description of Furniture & Equipment Units			
Book Truck	1	10	10
36"w x 24"d			
Carrel, Reader's Wood	4	35	140
42"w x 30"d (1 Person) w/ power & data management & task light			
Chair, Reader's	20	0	0
21"w x 21"d			
Computer, OPAC Desktop	2	0	0
CPU, w/ monitor, keyboard & mouse			
Printer, Ink-Jet (B&W)	2	0	0
Stool, Kick-Step	6	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Reader's 72"w x 36"d x 29"h (4 Person)	4	90	360
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	2	30	60
Waste Basket 13"w x 15"d x 15"h	2	4	8



FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with recent back issues stored on a flat shelf underneath.

SPATIAL RELATIONSHIPS

The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to a Copy Center is desirable.

PROXIMITY:

Copy Center

DIVISION SPACE SUMMARY		Sq. Ft.
Current Magazine & Newspaper Display & Seating		428
TOTAL:		428



Functional Activity

Library patrons will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

Occupancy

READER SEATS: 6

Relationships

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure.

PROXIMITY:

Copy Center

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex eggshell recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The Current Magazine and Newspaper Display and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor. Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

Accessible reader seats will be available nearby in the Reference Collection and Seating Area, the Young Adult Services Area, and in the Juvenile Collection and Seating Area.



Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area.

A minimum of 30" wide x 48" deep clear floor space should also be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space for access to browse the current periodicals.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be moderately noisy. The Current Magazine & Newspaper Display & Seating is frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The Current Magazine & Newspaper Display & Seating should be planned for wireless data transmission to support the use of laptop computers. Provide additional drops configured in duplex or quad communications outlets on perimeter walls for any future library owned technology workstations. The outlets can be wall-mounted at 6" above the table or carrel work

surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four jacks.

Security

The Periodicals Collection will be supervised by staff at the Circulation Desk or the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Circulation Desk. This directional sign ("Current Periodicals" or "Magazine Reading Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a



matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number for future technology workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath 144 Current Magazines	8	22	176
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 9 Current Newspapers	1	14	14
Description of Furniture & Equipment Units			
Chair, Lounge 36"w x 36"d	6	35	210
Lamp, Table	2	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	1	0	0
Table, End 30"w x 30"d x 20"h	2	12	24
Waste Basket 13"w x 15"d x 15"h	1	4	4



FUNCTIONAL ACTIVITY

The function of this division is to provide event and meeting space that can be used for library programs and by community groups. The Multipurpose Room will provide space for library programs and events, training sessions, Library Commission meetings, and children's craft activities, programs and story times.

SPATIAL RELATIONSHIPS

The major spatial relationship of this division is to the Library Entrance Division. Since the Public Meeting Room Complex may be open when the rest of the library is closed, access must be provided through the main lobby to the Multipurpose Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance
Children's Library

<i>DIVISION SPACE SUMMARY</i>		<i>Sq. Ft.</i>
AV, Chair & Table Storage Room		301
Multipurpose Room		1,103
TOTAL:		1,404



Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Public Meeting Rooms. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Multipurpose Room so that equipment can be moved back and forth easily.

ADJACENT:

Multipurpose Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards

FLOOR:

Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (15 to 20 foot candles); enough to move tables and chairs, and operate AV equipment. Utilize occupancy sensors for energy savings.

Audio - Visual

If AV distribution equipment is located in this room, the signal must be distributed throughout the Multipurpose Room and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Box, Cardboard In transition or storage	8	4	32
Chair, Child's Stacking 14"w x 14"d	50	0	0
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	8	15	120
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	3	15	45
Storage Cabinet 36"w x 18"d x 78"h	3	18	54
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25



Functional Activity

The Multipurpose Room will provide audience seating for library programming, community meetings, small public forums, continuing education, literacy tutoring, or Internet training. The room will allow multiple arrangements ranging from lectures and conferences to training layouts. It will include a small kitchen and storage unit at the back of the room to allow light refreshments to be served during meetings.

Occupancy

MEETING ROOM SEATS: 85; or,
CHILDREN'S MEETING ROOM SEATS: 150

Relationships

The Multipurpose Room should be easily accessible from the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms.

ADJACENT:

AV, Chair & Table Storage Room
Children's Library
Public Entrance & Lobby

CLOSE:

Public Rest Rooms

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Multipurpose Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Specified accessible seating locations are not required in rooms where removable seating is utilized, but every attempt should be made to provide seating locations that are accessible to the disabled and to accommodate the requirement for an adjacent companion seat.

Portable assistive listening technology may be substituted for the required permanently



installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for performances or presentations.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned with bi-level switching and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations. Multipurpose Room will require programmable lighting.

Telecommunications

The Multipurpose Room should be planned for wireless data transmission to support the use of laptop computers and as a portable training room. In addition:

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above finished floor at locations that will support library owned computer terminals, phones, or supplemental networked equipment. At a minimum, provide one quad outlet every ten feet on all walls in the Multipurpose Room.

Optionally, the Multipurpose Room may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support



future communications cabling.

Audio - Visual

Presentation of videotape or DVD material in conference rooms may be accomplished using installed or portable televisions, however projection is recommended over the use of monitors in rooms seating more than 12 people. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrade the quality of the image.

The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Multipurpose Room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Multipurpose Room.

If the Multipurpose Room will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Security

This area will have assigned staff who are charged with its supervision. The Multipurpose Room requires a mechanical lock and key or magnetic card reader to control access.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Multipurpose Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Multipurpose Room") wall-mounted on the latch side



of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the food service counter. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Audio Teleconferencing System	1	0	0
Audio only - 13"w x 12"d x 2"h			
Cabinets, Above Counter (Lockable)	8	0	0
1 linear foot x 24"d			
Chair, Meeting Room - Stacking	85	12	1,020
25"w x 21"d			
Projection Screen, Motorized Ceiling	1	0	0
Front projection			
Projector, Ceiling Mounted	1	0	0
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Refrigerator, Compact	1	0	0
20"w x 21"d x 33"h - under counter			
Sink	1	18	18
36"w x 24"d - In counter			
Table, Meeting Room	10	0	0
60"w x 30"d x 29"h - folding			
Video Conferencing System	1	25	25
Mobile monitor, & camera w/ controls			
Workstation, Food Preparation Counter	1	40	40
6'w x 30'd - against wall			



FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. The reference staff will assist the public with their information searching in electronic and print formats. This area will include four study rooms, a service desk, and the Technology Area in addition to the Reference Collection and Seating.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly from the Public Entrance to the Library.

The Reference Services Division should also be close to the Special Collections so that reference staff can assist patrons who need to access this collection.

Young Adult Services Division should be in the proximity so that young adults can begin to use reference materials. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE:

Non-Fiction Collection

PROXIMITY:

Audio-Visual Library
Special Collections
Young Adult Services

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Copy Center		229
Reference Collection & Seating		779
Reference Desk		261
Study/Tutoring Room A		159
Study/Tutoring Room B		154
Study/Tutoring Room C		274
Study/Tutoring Room D		159
Technology Area		688
TOTAL:		2,703



Functional Activity

The Copy Center will provide a separate room or area where library patrons can copy library materials or materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. This room may require display and storage space for tax forms if they are provided in paper format. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

Staff at the Reference Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:

Reference Collection & Seating
Current Magazine & Newspaper Display & Seating
Non-Fiction Collection & Seating

Fenestration

Windows which allow the staff to supervise this room are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING:

Acoustical tile

WALLS:

1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering with acoustical panels for sound absorption; Tackable surfaces

FLOOR:

Linoleum; Anti-static carpet tile or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Utilize occupancy sensors for energy



savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Reference Desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor and along the preparation counter at 4-foot intervals. Provide a minimum of one 20 amp circuit for two copy machines.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	1	10	10
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	8	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	8	0	0
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	15	15
Collator	1	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
FAX Machine, Desktop Card-Operated 18"w x 17"d x 13"h	1	0	0
Preparation Counter 8'w x 30"d - against wall	1	55	55
Recycling Bin	1	15	15
Stamp Machine, Postal Coin Operated - wall-mounted	1	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Tax Form Center 36" diameter x 70"h - rotating carousel display	1	30	30
Vendor Card Encoder/Dispenser Wall-mount	1	0	0
Waste Basket	1	4	4



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
13"w x 15"d x 15"h			



Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented materials. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future. If this space is located adjacent to the Special Collections Area, it might include a small display case for an exhibit of items from the collection such as geo-technical map of the Santa Monica Mountains Area.

Occupancy

READER SEATS: 15 (6 Index Table, 8 Table, 1 Accessible Table)

Relationships

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the Technology Center and the Copy Center.

ADJACENT:

Reference Desk

CLOSE:

Copy Center
Technology Area

PROXIMITY:

Non-Fiction Collection & Seating

AWAY:

Children's Library

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex eggshell recommended)

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The Reference Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.



An adjustable accessible reader table, which provides a minimum of 30" wide x 48" deep clear floor space with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space, will be provided in the Reference Collection & Seating Area. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. Accessible technology workstations will be available nearby in the Technology Area.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the accessibility criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned with bi-level switching so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The Reference Collection and Seating Area should be planned for wireless data transmission to support the use of laptop computers. In addition to this, it should include Category 6 (or current best standard) data drops to each library owned workstation. Each permanently installed technology workstation location will require two data drops. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four drops. The data cabling can also be distributed via conduit and J-boxes with the data drops.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

The Reference Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.



Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, Technology Area, and Reference Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 200 Reference (Encyclopedias, Directories, Etc.)	2	18	36
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 3200 Reference	15	18	270
Index Table 90"w x 48"d - two tier (6 Person) 220 Business Reference	1	120	120
Description of Furniture & Equipment Units			
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	25	25
Chair, Index Table 21"w x 21"d	6	0	0
Chair, Reader's 21"w x 21"d	9	0	0
Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves	1	10	10
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
Stool, Kick-Step	2	0	0
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" - 50"h (1 Person) single surface	1	40	40
Table, Display 60"w x 30"d	1	50	50



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Reader's 72"w x 36"d x 29"h (4 Person)	2	90	180
Waste Basket 13"w x 15"d x 15"h	2	4	8



Functional Activity

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library's staff and patrons. Seating will be provided on the customer side of the desk. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Collections

The Reference Desk will house a small Ready Reference collection.

Relationships

The Reference Desk is the hub of the Reference Division and should be a predominant, easily identifiable feature. It must be adjacent to the Technology Area and the Reference Collection for supervision and to provide assistance. The Desk should also be close to the Homework Center, Non-Fiction Collections and the Study/Tutoring Rooms. It should be in close proximity to the Young Adult Services Area, Fiction Collection, Special Collections, and the Current Magazine and Newspaper Display and Seating Area.

ADJACENT:

Reference Collection & Seating
Technology Area

CLOSE:

Homework Center
Non-Fiction Collection & Seating
Study/Tutoring Rooms

PROXIMITY:

Fiction Collection & Seating
Current Magazine and Newspaper Display and Seating Area
Special Collections
Young Adult Services Area

AWAY:

Children's Library

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex eggshell recommended)

FLOOR:

Anti-static carpet tile



Access

The Reference Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Reference Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Reference Desk is the central surveillance point for the Reference, Non-Fiction Young Adult Services, Homework Center, and Periodicals Collections and potentially for the Special and Fiction Collections. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms and the Special Collections Room electronically from this location or distribute keys or card keys if required.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and Technology Area. This directional sign ("Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counter. Minimum service is based on one 20 amp circuit per two to four electronic workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	2	12	24
3"W x 12"D unit w/end panels & canopy top			
108 Ready Reference			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	1	10	10
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Chair, Visitor's	1	15	15
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	2	0	0
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	1	20	20
Printer, Laser (B&W)	1	0	0
Queuing Space (Per Person)	4	6	24
Telephone Handset	2	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	2	80	160



Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

Study/Tutoring Room A should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Circulation Desk.

CLOSE:

Reference Desk
Circulation Desk
Study/Tutoring Room B
Study/Tutoring Room D

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex eggshell recommended); Tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

Study/Tutoring Room A must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Accessible reader seats will be available nearby in the Reference Collection and Seating Area, the Young Adult Services Area and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area.



If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Utilize occupancy sensors for energy savings.

Telecommunications

Study Room A should be planned for wireless data transmission to support the use of laptop computers and as a portable training room. In addition:

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on two of the four walls at 6" above any perimeter counter or 15" above finished floor at locations that will support library owned computer terminals, phones, or supplemental networked equipment.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. An unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Table, Group Study 60" Diameter x 29"h (4 to 6 Person)	1	155	155
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0



Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 4

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Circulation Desk.

CLOSE:

Reference Desk
Circulation Desk
Study/Tutoring Room A
Study/Tutoring Room D

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex eggshell recommended); Tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

Study/Tutoring Room B must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Accessible reader seats will be available nearby in the Reference Collection and Seating Area, the Young Adult Services Area and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area.



If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Utilize occupancy sensors for energy savings.

Telecommunications

Study Room B should be planned for wireless data transmission to support the use of laptop computers and as a portable training room. In addition:

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on two of the four walls at 6" above any perimeter counter or 15" above finished floor at locations that will support library owned computer terminals, phones, or supplemental networked equipment.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. An unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along



perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study At table or counter - 21"w x 21"d	4	0	0
Table, Group Study 60"w x 36"d x 29"h (4 Person)	1	150	150
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0



Functional Activity

This space will serve as a quiet study room. It should also be available as a reading room for the use of the closed stack material in the Special Collections. It will house the multimedia viewing equipment and microfilm reader printer for the use of the special collections materials. It should be easily supervised from the Reference Desk.

Occupancy

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 3

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be located adjacent to the Special Collections Area so that it can be used as a reading room for these collections as well. It should be visible from the Reference Desk.

CLOSE:

Reference Desk
Special Collections

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex eggshell recommended); Tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

Study/Tutoring Room C must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Accessible reader seats will be available nearby in the Reference Collection and Seating Area, the Young Adult Services Area and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined



in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Utilize occupancy sensors for energy savings.

Telecommunications

Study Room C should be planned for wireless data transmission to support the use of laptop computers and as a portable training room. In addition:

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on two of the four walls at 6" above any perimeter counter or 15" above finished floor at locations that will support library owned computer terminals, phones, or supplemental networked equipment.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. An unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

UNIT UNIT EXTENDED



	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study At table or counter - 21"w x 21"d	4	0	0
Chair, Technology Workstation 21"w x 21"d	3	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat panel monitor	1	0	0
Microfilm Reader/Printer 48"w x 43"d x 53"h with stand	1	40	40
Printer, Laser (B&W)	1	0	0
Table, Group Study 60"w x 36"d x 29"h (4 Person)	1	150	150
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	2	40	80
TV Monitor, 15" Flat Panel Plasma Display Video monitor, LCD flat panel	1	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 4' – erasable marker board	1	0	0



Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

Study/Tutoring Room D should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Circulation Desk.

CLOSE:

Reference Desk
Circulation Desk
Study/Tutoring Room A
Study/Tutoring Room B

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex eggshell recommended); Tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

Study/Tutoring Room D must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Accessible reader seats will be available nearby in the Reference Collection and Seating Area, the Young Adult Services Area and in the Juvenile Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Technology Center, the Technology Area, and in the Young Adult Services Area.



If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Utilize occupancy sensors for energy savings.

Telecommunications

Study Room D should be planned for wireless data transmission to support the use of laptop computers and as a portable training room. In addition:

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on two of the four walls at 6" above any perimeter counter or 15" above finished floor at locations that will support library owned computer terminals, phones, or supplemental networked equipment.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. An unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 60" Diameter x 29"h (4 to 6 Person)	1	155	155
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0



Functional Activity

This cluster of multimedia computers will provide access to the library's on-line catalog, databases and indexes and the Internet. The room should be configured so that it can be used as a training room as well as an open computing lab.

Occupancy

TECHNOLOGY WORKSTATIONS: 16 (2 accessible)

Relationships

The Technology Area must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. It should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

CLOSE:

Homework Center
Non-Fiction Collection & Seating
Reference Collection & Seating
Reference Desk
Young Adult Services Area

Flexibility

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more technology workstations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex eggshell recommended)

FLOOR:

Anti-static carpet tile

Access

The Technology Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Two accessible technology workstations will be provided in this area to meet accessibility requirements as outlined in the General Requirements Chapter. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.



Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and the librarians while using the workstations. Standard acoustical dampening strategies must be utilized to minimize the noise in this area.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Technology Area.

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

One standard duplex communications outlet (two data) co-located with associated power at each of the technology station and printer locations with additional outlets provided for future growth.

Audio - Visual

The technology workstations in this area should include CD/DVD drives so that they may also be used as individual listening or viewing stations. The library will provide headphones.

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Reference Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area identification sign which can be seen from the Library's Entrance or Lobby. This directional sign ("Technology Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the nearby collections in the Library should be visible to patrons from the OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Printing Available at Reference Stations"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls, at 10-foot intervals at not less than 15" above finished floor, and along any technology counters at 4-foot intervals. Minimum service is based on one 20 amp circuit per two to four electronic workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	1	0	0
ADA Alternate Mouse/ Trackball	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
ADA Automatic Page Turner	1	0	0
ADA Screen Magnifier Attachment Attaches to monitor	1	0	0
ADA Touch Screen Monitor Attaches to the monitor	1	0	0
Chair, Technology Workstation 21"w x 21"d	12	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat panel monitor	16	0	0
Headphone, AV	16	0	0
Printer, Laser (B&W)	4	0	0
Privacy Screen, Desktop Computer	16	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	1	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	1	0	0
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	4	35	140
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	10	45	450
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90
Waste Basket 13"w x 15"d x 15"h	2	4	8



FUNCTIONAL ACTIVITY

This area will provide a separate closed stack area for special collections of regional interest. At this time the area is intended to house a special collection on environmental issues and a collection on the Santa Monica Mountains Conservancy. This collection will also include materials covering the early settlement of the area and its historical development, material relating specifically to the history of Calabasas as an incorporated city, and videotapes of local government meetings.

These collections would be available to anyone to use and a nearby Study/Tutoring Room will serve as a Special Collections Reading Room. Study/Tutoring Room C will house multi-media equipment for viewing video tapes, a technology workstation, and a microfilm reader printer.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Special Collection is that it be close to the Reference Services Division. Reference Staff will supervise the use of and provide assistance with the use of the collections. It should also be in close proximity to Study/Tutoring Room C which will be used as a reading and multimedia room for the use of these collections.

CLOSE:

Reference Services

PROXIMITY:

Study/Tutoring Room C

DIVISION SPACE SUMMARY		Sq. Ft.
Special Collections Area		508
TOTAL:		508



Functional Activity

This secure room will house Calabasas' special collections, including the environmental collection and the Santa Monica Mountains archive. It will also house a staff workcounter, technology workstation, and printer.

Occupancy

TECHNOLOGY WORKSTATIONS: 1

Relationships

This room could be located in an area with relatively low foot traffic but it should be visible from the Reference Desk. Study/Tutoring Room C must be located adjacent or relatively close to the Special Collections Area in order to serve as a reading room.

CLOSE:

Reference Desk
Study/Tutoring Room C

Fenestration

Natural light must be controlled in this area, and east and west facing windows are to be completely avoided. Any exterior windows require roller shades or other light control devices to block sources of UV light.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or carpet
cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The Special Collections Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

HVAC

Temperature should be maintained constant between 65 and 70° with a relative humidity of 45 - 55% for collection preservation. Ventilation will provide filtration to remove gaseous and particulate pollutants. Thermostats in public areas should have lockable covers. Ductwork



should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Areas where rare materials are stored or displayed should be lighted with low UV fluorescent lamps designed to provide 2 to 5 foot candles of vertical illumination. Reading areas should be lighted at 15 foot candles supplemented by task lighting at 50 foot candles on the tables. Any fluorescent lighting must be provided with UV filtering sleeves. Tungsten lamps should be used for small or confined areas. No direct mercury or metal halide lighting is to be used near materials. Where display cases are lighted, they must be vented to prevent heat buildup. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Utilize occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Security

The Special Collections Area will be a secured area which is supervised from the Reference Desk.

Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, Technology Area, and Reference Desk. This directional sign ("Special Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Environmental Studies." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 3000 Special Books	9	18	162
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 4000 Environmental Collection	12	18	216

Description of Furniture & Equipment Units



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Technology Workstation 21"w x 21"d	1	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat panel monitor	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
Map Case 54"w x 42"d x 36"h w/ 10 drawers for 120 maps	1	35	35
Printer, Laser (B&W)	1	0	0
Scanner, Flat	1	0	0
Telephone Handset	1	0	0
Workstation, Archival Counter 8'w x 30"d - against wall	1	55	55



FUNCTIONAL ACTIVITY

The function of this Division is to provide library service to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The Young Adult Services Division should be very adjacent to the Technology Area and to the Las Virgenes Unified School District Joint Use Homework Center. It should be close to the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons in Reference who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

Homework Center
Technology Area

PROXIMITY:

Reference Services

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Young Adult Services Area		623
TOTAL:		623



Functional Activity

Young adults will congregate in this space to find books and magazines and to read, study and talk with their friends. This area should support the requirements of a homework center by providing ample study space and technology workstations. Textbooks, audio-visual and young adult print collections will be available.

Occupancy

READER SEATS: 13 (1 accessible)

TECHNOLOGY WORKSTATIONS: 6 (1 accessible)

Collections

This area will house the young adult materials and the young adult audio-visual collections.

Relationships

This area should be near the Homework Center and the Technology Area. It should be in proximity to the Reference Desk and Study/Tutoring Rooms.

CLOSE:

Homework Center
Technology Area

PROXIMITY:

Reference Desk
Study/Tutoring Rooms

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric Wall covering with tackable acoustical panels; Corner guards
for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The Young Adult Services Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined in the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined in the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

An accessible reader table and an accessible technology workstation will be provided in this area to meet accessibility requirements as outlined in the General Requirements Chapter. A



minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

The Young Adult Services Area should be planned for wireless data transmission to support the use of laptop computers. In addition to this, it should include Category 6 (or current best standard) data drops to each library owned workstation. Each permanently installed technology workstation location will require two data drops. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two or four drops. The data cabling can also be distributed via conduit and J-boxes with the data drops.

Security

Staff at the Circulation and/or Reference Desks will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provide unobstructed views of the occupants in the room from the Circulation and/ or Reference Desks.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk and Reference Desk. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead



on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor and along all study counters at 4-foot intervals.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 700 Young Adult	3	12	36
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 9 Young Adult Current Magazines	1	14	14
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h 500 Young Adult DVD And CD Collection	1	24	24
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Chair, Reader's 21"w x 21"d	13	0	0
Chair, Technology Workstation 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat panel monitor	6	0	0
Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves	1	5	5
Printer, Laser (B&W)	1	0	0
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" - 50"h (1 Person) dual surface	1	40	40
Table, Reader's 72"w x 36"d x 29"h (4 Person)	3	92	276



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	1	45	45
Technology Counter 51"w x 30"d (1 Person) sit-down - against wall w/ power & data management	5	35	175
Waste Basket 13"w x 15"d x 15"h	2	4	8



Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	2	0	0
ADA Alternate Mouse/ Trackball	2	0	0
ADA Automatic Page Turner	1	0	0
ADA Screen Magnifier Attachment Attaches to monitor	2	0	0
ADA Touch Screen Monitor Attaches to the monitor	1	0	0
Art Print Framed	4	0	0
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	25	25
Atlas Case, Child's 32"w x 21"d x 34"h w/ 4 shelves	1	25	25
Audio Teleconferencing System Audio only - 13"w x 12"d x 2"h	1	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Bar Code Reader, Fixed Mount	3	0	0
Bar Code Reader, Hand-Held	3	0	0
Bench (2 Person) 52"w x 22"d x 18"h	1	15	15
Bench, Lobby (2 Person) 52"w x 22"d x 18"h	1	0	0
Binding Machine	1	0	0
Book Bin, Depressible In Circulation Desk	1	0	0
Book Display Bin 24"d x 42"w x 34"h w/2 bins	1	50	50
Book Truck 36"w x 24"d	20	10	200
Bottled Water Dispenser 24"w x 24"d	1	8	8
Box, Cardboard In transition or storage	39	4	156
Bulletin Board	12	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Cabinets, Above Counter 1 linear foot x 24"d	52	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	27	0	0
Cabinets, Below Counter 1 linear foot x 24"d	24	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	8	0	0
Cabinets, Full Height (Lockable) 1 linear foot x 24" d	5	5	25
Carpet Cleaning Machine	1	5	5
Carrel, Reader's Wood 42"w x 30"d (1 Person) w/ power & data management & task light	4	35	140
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0
Case, Merchandise Display 48"w x 21"d x 40"h	1	35	35
Cash Register	2	0	0
Chair, Café	8	0	0
Chair, Child's 14"w x 13"d x 10-16"h	18	0	0
Chair, Child's Stacking 14"w x 14"d	50	0	0
Chair, Conference Room At conference table - 26"w x 28"d	10	0	0
Chair, Group Study At table or counter - 21"w x 21"d	20	0	0
Chair, Index Table 21"w x 21"d	6	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	17	0	0
Chair, Library Director's High back high quality	1	0	0
Chair, Lounge 36"w x 36"d	16	35	560
Chair, Meeting Room - Stacking 25"w x 21"d	85	12	1,020
Chair, Professional's Low back high quality with casters	2	0	0
Chair, Reader's 21"w x 21"d	58	0	0
Chair, Staff Lounge 36"w x 36"d	2	35	70



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Chair, Task Low back mid-quality with casters 25"w x 25"d	29	0	0
Chair, Technology Workstation 21"w x 21"d	30	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Chair, Visitor's	6	15	90
Chair, Visitor's	1	15	15
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	15	15
Cleaning Cart 38"w x 20"d x 38"h	1	15	15
Clock Wall-mounted	8	0	0
Coat & Hat Rack	1	0	0
Coat & Hat Rack	2	20	40
Coffee Maker/Urn	2	0	0
Collator	2	0	0
Commode Rest room	7	0	0
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 41"w x 20"d x 41"h	1	24	24
Computer Server, Mini (CPU) Rack-mounted - 24"w x 30"d x 30"h	5	0	0
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	4	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat panel monitor	32	0	0
Computer, Staff Desktop CPU, mouse & keyboard, w/15" flat panel monitor	20	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	2	50	100
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Credenza 60"w x 24"d x 30"h	4	25	100
Credenza 66"w x 24"d x 30"h	1	28	28
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Desk, Clerical 60"w x 30"d	2	55	110
Desk, Department Head's 66"w x 36"d	1	65	65
Desk, Professional 66"w x 30"d	3	60	180
Desk, Volunteer's 60"w x 30"d	1	55	55
Diaper Changing Counter 36"w x 18"d	3	0	0
Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves	1	5	5
Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves	1	10	10
Dictionary Stand, Child's 24"w x 14"d x 35"h w/ 2 shelves	1	12	12
Directory Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	0	0
Disc Drive (External) Rack-mount - 16"w x 30"d x 30"h	1	0	0
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	8	15	120
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	3	15	45
Donor Recognition Wall	1	0	0
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h	2	0	0
FAX Machine, Desktop Card-Operated 18"w x 17"d x 13"h	1	0	0
Fax Stand 24"w x 16"d x 28"h	1	20	20
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	8	20	160
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	6	14	84
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	2	0	0
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	1	40	40
Garbage Bin, Interior	3	15	45
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	4	0	0
Hand Truck 23"w x 18"d x 51"h	1	4	4
Headphone, AV	20	0	0
Hot Water Urn	1	0	0
Hub	1	0	0
In & Out Board Staff location	2	0	0
Key Cabinet 12"w x 5"d x 16"h	2	0	0
Kitchen Unit 52"w x 26"d x 84"h w/ sink, 2 stove top burners & refrigerator	1	25	25
Label Maker 5"w x 8"d x 4"h	1	0	0
Ladder, Extension 22"w x 55"-156"h - Wall-mounted	1	0	0
Ladder, Step	1	2	2
Lamp, Table	2	0	0
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	8	5	40
Mail Boxes, Staff 72"w x 16"d x 32"h – 24 slots per unit w/ counter	1	30	30
Mail Delivery Cart 20"w x 60"d x 40"h	1	20	20
Map Case 54"w x 42"d x 36"h w/ 10 drawers for 120 maps	1	35	35
Mat, Anti-fatigue	3	0	0
Microfilm Reader/Printer 48"w x 43"d x 53"h with stand	1	40	40
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Mirror Full length	4	0	0
Mirror, With Shelf Above counter	4	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	2	0	0
Paper Cutter	1	0	0
Paper Shredder 20"w x 18"d x 33"h	1	0	0
Paper Towel Dispenser Wall-mounted	6	0	0
Planter, Square 24" square	2	0	0
Postage Meter/Scale	1	0	0
Preparation Counter 8'w x 30"d - against wall	1	55	55
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Printer Stand 24"w x 16"d x 28"h	1	20	20
Printer, Ink-Jet (B&W)	7	0	0
Printer, Label	1	0	0
Printer, Laser (B&W)	15	0	0
Printer, Receipt	3	0	0
Privacy Screen, Desktop Computer	16	0	0
Projection Screen, Motorized Ceiling Front projection	2	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	2	0	0
Queuing Space (Per Person)	14	6	84
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Rack, Literature Display Handout Wall-mounted	2	0	0
Recycling Bin	8	15	120
Refrigerator, Compact 20"w x 21"d x 33"h - under counter	1	0	0
Router	1	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0
Safe, Floor 12"w x 14"d x 21"h	1	0	0
Scanner, Flat	4	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	2	0	0
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	1	0	0
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	2	0	0
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	1	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	0	0
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	0	0
Self Check-Out Counter 4'w x 30"d - against wall	1	30	30
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	1	0	0
Shelving, DF 58"h Bookstore Display 42" aisles - 3'w x 36"d w/10 angled shelves, wood	5	30	150
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	6	15	90
Shelving, SF 58"h Bookstore Display 36" aisles - 3'w x 20"d w/5 angled shelves, wood	8	21	168
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12"d unit	2	12	24
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	8	12	96
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	6	14	84
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	23	12	276
Sign, Announcement Wall-hung	1	0	0
Sink 36"w x 24"d - In counter	4	18	72
Sink And Counter Rest room	4	0	0
Sink, Mop	1	6	6
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	6	0	0
Stall Rest room	5	0	0
Stamp Machine, Postal Coin Operated - wall-mounted	1	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Stool	3	0	0
Stool, Child's 15"w x 15"d	6	0	0
Stool, Child's 15"w x 15"d	2	8	16
Stool, Kick-Step	10	0	0
Storage Cabinet 36"w x 18"d x 65"h	10	18	180
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Storage Cage	1	150	150
Storage Rack, Building Supply 48"w x 45"d x 72"h - freestanding single sided unit for light bulbs, lumber, pipes, etc.	1	20	20
Supply Cabinet 36"w x 30"d	1	18	18
Switch	1	0	0
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" - 50"h (1 Person) dual surface	3	40	120
Table, Café Staff (4) - 36" diameter	2	65	130
Table, Children's 72"w x 36"d x 21-26"h (6 Person)	3	90	270
Table, Children's Slant Top 78"w x 30"d x 21-26"h (6 Person)	1	90	90
Table, Conference Staff (8 to 10) - 120"w x 48"d x 29"h	1	225	225
Table, Display 60"w x 30"d	1	50	50
Table, Drum 16"diameter x 15" - 24"h	2	10	20
Table, End 30"w x 30"d x 20"h	7	12	84
Table, Group Study 60"w x 36"d x 29"h (4 Person)	2	150	300
Table, Group Study 60" Diameter x 29"h (4 to 6 Person)	2	155	310
Table, Juvenile 60"w x 36"d x 27"h (4 Person)	4	80	320
Table, Meeting Room 60"w x 30"d x 29"h - folding	10	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Table, Reader's 48" diameter x 29"h (4 Person)	1	80	80
Table, Reader's 72"w x 36"d x 29"h (4 Person)	6	90	540
Table, Reader's 72"w x 36"d x 29"h (4 Person)	3	92	276
Table, Reader's 66"w x 36"d x 29"h (4 Person)	3	85	255
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	100	100
Tape Drive, External DAT / Cartridge Tape	1	0	0
Tax Form Center 36" diameter x 70"h - rotating carousel display	1	30	30
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	4	30	120
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	4	35	140
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	2	40	80
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	10	45	450
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	4	45	180
Technology Counter 41"w x 30"d (1 Person) sit-down - against wall w/ power & data management	7	30	210
Technology Counter 51"w x 30"d (1 Person) sit-down - against wall w/ power & data management	9	35	315
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	2	28	56
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	23	0	0
Tool Box	1	0	0
TV Monitor, 15" Flat Panel Plasma Display Video monitor, LCD flat panel	1	0	0
Typewriter Stand	1	20	20
Typewriter, Electric 22"w x 18"d x 8"h	2	0	0
Umbrella Stand 12" diameter x 25"h	1	0	0
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12"w x 24"d x 72"h	1	10	10



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Urinal	2	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Vacuum Cleaner, Wet "Shop" 22" diameter x 28"h	1	10	10
Vendor Card Encoder/Dispenser Wall-mount	1	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Video Conferencing System Mobile monitor, & camera w/ controls	2	25	50
Waste Basket 13"w x 15"d x 15"h	45	4	180
White Board 3' x 6' – erasable marker board	10	0	0
Workbench, Custodial 1 linear foot x 30"d	6	7	42
Workstation, Acquisitions Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Administrative Asst. Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Archival Counter 8'w x 30"d - against wall	1	55	55
Workstation, AV Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Bookstore Service Counter 4'w x 30"d w/ 5' behind desk & 3.5' in front	1	45	45
Workstation, Children's Counter 6'w x 30"d - against wall	1	45	45
Workstation, Children's Desk 5'w x 30"d w/ 7' behind desk & 3.5' in front	2	65	130
Workstation, Children's Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Circulation Check-In Counter 6'w x 30"d - against wall	2	40	80
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Clerical Counter 6'w x 30"d - against wall	1	40	40



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Workstation, Computer Technician's Counter 5'w x 30"d - against wall	1	35	35
Workstation, Food Preparation Counter 6'w x 30"d - against wall	2	40	80
Workstation, Inter-Library Loan Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Mail Check-In & Sorting Counter 8'w x 30"d - against wall	1	55	55
Workstation, Mending Counter 6'w x 30"d - against wall	1	40	40
Workstation, Periodicals Counter 6'w x 30"d - against wall	1	40	40
Workstation, Processing Counter 6'w x 30"d - against wall	1	40	40
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	2	80	160
Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Sorting Counter 6'w x 30"d - against wall	1	40	40
Workstation, Volunteer's Counter 8'w x 30"d - against wall	1	55	55
<u>Inventory Sub-Total:</u>			<u>12,317</u>

<u>Shelving Units:</u>			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	12	18	216
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	40	18	720
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	2	18	36
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels	5	18	90
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	15	18	270
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	136	18	2,448
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	3	12	36
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	4	12	48



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Shelving Units:</u>			
36" Aisle SF 78"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels	5	12	60
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	3	12	36
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	7	30	210
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	11	20	220
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath	8	22	176
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	2	14	28
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	2	14	28
Audio Cassette SF 66" Shelving Unit W/ 4 Divider Shelvs 3'W x 12"D unit - 56 cassettes / shelf	2	12	24
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h	11	24	264
Index Table 90"w x 48"d - two tier (6 Person)	1	120	120
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	4	20	80
<u>Shelving Sub-Total:</u>			<u>5,110</u>

Total Net Assignable SqFt for Furniture and Equipment: 17,427

